

TOWN OF ISLIP



ADMINISTRATIVE PROCEDURES MANUAL

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Updated as of:

FOREWORD

The Administrative Procedures Manual of the Town of Islip has been compiled to centralize, standardize and facilitate the communication of policies, regulations and procedures relative to operations common to all Departments in the Town of Islip. All such policies, regulations and procedures listed herein are by order of the Supervisor and the Town Board. Town-wide compliance is mandatory.

Managers guide, control and evaluate their organizations by means of written policies and procedures. More and more, administrators find they must communicate commands swiftly, surely and simultaneously to the supervisors in their organizations.

Effective administrative direction, under these conditions, requires a system of communication that is dedicated to and controlled by management, yet responsive to the needs of all subordinates. Recognizing and utilizing the nature and speed by which computers can improve communication is essential to meeting the business goals of the Town.

This manual is offered as an aid in improving such communication. This directives system is needed to accomplish the Town of Islip's organizational mission in the most effective and efficient manner, and thus to best serve the interests of the residents of the Town.

These policies have been reviewed and updated by the Commissioners and Department Heads who administer the policies. Updates to this manual are made to reflect the current procedures and needs of the Town. The December 15th 2009 updates are made at the request of the Supervisor, and will be enacted with the backing of the Town Board.

AFFIRMATIVE ACTION PLAN

It is the Policy of the Town of Islip ("the Town") that all employees, elected and appointed officials, and applicants, as well as everyone with whom the Town does business (*e.g.*, outside vendors, consultants, members of the public, contractors), should be able to enjoy a work environment free from discrimination and harassment based on race, color, creed, sex, age, sexual orientation, disability, religion, national origin, marital status, military or veteran status, political affiliation or any other basis protected by federal, state or local law.

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SUBJECT: ADMINISTRATIVE PROCEDURES MANUAL

1. PURPOSE. To facilitate the communication of policies, regulations and procedures relative to operations common to all Departments in the Town of Islip. In order to have this information readily available, a Procedures Manual will be maintained on the Town of Islip Intranet System. Direction

Will emanate from the Supervisor, and each directive will contain information relating to its purpose, the procedures by which it will be implemented, and the authority reference where applicable.

2. RESPONSIBILITY. It will be the responsibility of all personnel to comply with the policies and procedure set forth by the Supervisor. If any staff member takes exception to any policy, regulation or procedure, or if a clarification is necessary, he/she will submit such request through the Department Head to the Supervisor for consideration.

3. CLASSIFICATION SYSTEM.

- a. Subject Index. The Procedures Manual will be divided into subject are as (indexes) and assigned series numbers as follows:

100 General Management Procedures
200 Procurement and Accountability Procedures
300 Personnel Practices and Procedures
400 Maintenance Procedures
500 Communication and Public Information

Each directive will be numbered sequentially within its particular subject index. For example, this directive is the first in the General Management Procedures index, and are thus numbered 101. The third directive in the General Management Procedures will be numbered 103; the second directive in the Procurement and Accountability Procedures index will be numbered 202, etc.

- b. Addenda or Amendments. Addenda or amendments (changes, additions, deletions) to directives will be noted and posted in the following manner:

1. All changes will be of either the "page replacement" or "write in" type.
2. On a "page replacement" change, remove and destroy the page(s) to be replaced and properly insert the new page(s) If a "page replacement" change results in the addition of more pages than removed, the number of the pages to be replaced may receive an alphabetical indicator, i.e.: This page replaces page 2 of TOWN 101, while not affecting page 3; the next page will be 2a as it contains part of this change.
3. On a "write in" change, follow the instructions for the change given. Note the date you have posted the change in the margin of the page on which the change was made.

4. DEPARTMENT PROCEDURES MANUALS. The primary purpose of the Administrative Procedures Manual is to make available policies and procedures for which Town-wide compliance is mandatory. The establishment of such a Manual, however, does not preclude the issuance of Department Operational Procedures Manuals. The primary purpose of a Department Manual is to describe procedures unique to a Department's functions. For example, a Department of Environmental Control Procedures Manual would contain directives concerning the Removal and Disposal of Waste Materials, Landfill Procedures and the Processing of Charges therefore, etc.

A Department of Public Works Manual would include procedures for the scheduling of leaf pick-ups, the scheduling of highway maintenance programs, preventive maintenance of vehicles, etc.

Department Procedures Manuals will be prepared using the same format and classification system as used for the Administrative Procedures Manual, and every directive contained in such manuals will be approved by the Department Head.

Each department should refer to the Town of Islip Emergency Response Plan for emergency response procedures.

Every department must add their departmental Emergency Response Plan to the department procedures manual. Each January an updated version of the plan should be sent to the Office of Emergency Management and added to the manual.

5. The Supervisor or his designee will be responsible for:

- a. Liaison between Department Heads in all matters concerning the Administrative Procedures Manual, its content, interpretation, and implementation.
- b. Sponsorship of resolutions for updates to manual.
- c. Providing Data Processing with updates on forms.

SUBJECT: ACCIDENT PREVENTION

1. PURPOSE. To describe the accident prevention policy of the Town of Islip, and its implementation.
2. POLICY. It is the policy of the Town of Islip that all operations will be performed with maximum regard for the health and safety of all who have access to its premises and facilities. The Town recognizes that accident prevention is an invaluable service tool, indispensable to and inseparable from the efficiency of its operation. It is the responsibility of those engaged in operations planning to ensure that the highest standards of accident prevention are incorporated therein.

Any persons visiting Town facilities, regardless of their capacity, should be able to accomplish their business with limited danger to life or health. Only under such conditions can the relationship between the Town, its employees, and others be mutually safeguarded.

3. RESPONSIBILITIES.

- a. Town. The Town will furnish such safety equipment as will be reasonably necessary for the protection of employees.
- b. Department Heads will:
 - (1) Be responsible for the overall administration of the accident prevention program in their Departments.
 - (2) In conjunction with the Town Safety Officer, review and approve all safe work practices in their Departments.
 - (3) Coordinate accident prevention policy with the Town Safety Officer.
 - (4) Ensure that all supervisors are discharging their accident prevention responsibilities.
 - (5) Be guided by the "Town of Islip Accident Prevention and Safety Policy Handbook," prepared by the Town Safety Officer, and distributed to all Department Heads.
- c. First Line Supervisors will:
 - (1) Be thoroughly familiar with safe work methods and insist on their use at all times.
 - (2) Initiate appropriate action to correct any hazardous situation, condition or practice in their work areas.
 - (3) Immediately investigate all accidents and submit reports thereof to the Department Head and the Office of Safety.

SUBJECT: ADMINISTRATION OF INSURANCE

I. PURPOSE. To provide standardized procedures for the processing of Town-wide insurance requirements and claim reporting.

2. BACKGROUND. New York State authorizes Towns to undertake various insurance programs, such as but not limited to the following:

- a. The Town Board will have management, custody and control of all town lands, buildings, and property of the Town and keep them in good repair and may cause the same to be insured against loss or damage by fire or other hazards. (Town Law 64-3)
- b. The Town Board may contract, at the expense of the Town, for insurance indemnifying the Town against any loss, arising from injuries to persons or property. (Town Law 64-4.)
- c. Towns may incur obligations for expenses incurred by a Town Officer, with the approval of the Town Board, for insurance indemnifying against any loss through theft, robbery or burglary of public monies in his/her custody. (Town Law 116-5a.)
- d. Any Town Board can contract for hospital and surgical insurance for employees or officials. The cost to the Town is met by an annual appropriation. (General Municipal Law 92a.)

A fixed asset control number (FACS) must be issued, properly recorded or removed from the master inventory list. (Generally Accepted Accounting Principles--GAAP.)

3. RESPONSIBILITY. Department Heads will be responsible for the administration of the insurance program in their Departments. All inquiries regarding insurance coverage should be referred to the Town Attorney's Office, 655 Main Street, Islip, New York; telephone 224-5544.

4. PROCUREMENT OF INSURANCE. Any request to obtain new insurance or to add to or modify existing policies will be forwarded, in writing, by the Department Head to the Town Attorney's Office who will then in turn notify the Town Insurance Risk Consultant. The request will contain the following information:

- a. New Insurance.
 - (1) Nature of coverage and location of same.
 - (2) Amount of insurance required.
 - (3) Period to be covered.
 - (4) Complete identification of equipment, FACS number including year, make, model, serial number, cost.
 - (5) Any other pertinent information to ensure proper coverage.

b. Additional or Amended Coverage or Deletions.

(1) Nature of change requested.

(2) Amount of coverage required.

(3) Period to be covered.

5. NOTIFICATION OF LOSSES. When a loss occurs that is covered by a policy, the Department Head or his/her authorized designee will insure that Form 103-2, Accident/Incident Report, a copy of which is attached to this directive, is completed and forwarded to the Town Safety Office. The Town Safety Office will submit a copy of the report to the Town Attorney's Office who will then in turn forward it to the Town Insurance Risk Consultant. The Town Insurance Risk Consultant will then contact the Department for additional information if needed. The Town Attorney's Office will coordinate with the appropriate Commissioners to determine the necessary steps to repair the facility.

NOTE: The Town Safety Office is not responsible for the accuracy or completeness of the Forms; this is the responsibility of the Department Head.

- a. Property Loss. The Department will obtain estimates for repair and/or replacement as soon as possible and forward them to the Town Safety Office using Form 103-2.

The Town Attorney's Office must be notified immediately at the time of a loss on insured property. After said loss is reported the estimates should be obtained.

- b. Vehicle Loss. The Department Head will ensure that drivers of Town vehicles involved in vehicle accidents complete Form MV 104, in the Town Safety Office at 100 Carleton Ave., East Islip, as soon after the accident as possible. The form must be forwarded to the Town Insurance Agent's office within twenty days of an insured loss. No New York State Motor Vehicle Accident Report, Form MV-104, shall be filed without prior review and approval by the Town Attorney's Office. (Refer to Directive 304, 4d--Town Vehicle Usage and Reporting of Accidents.)

The Town Safety Office will forward a copy of all MV 104 Forms to the Fleet Manager who will coordinate activities with the Vehicle Repair Bureau, and the Town Attorney's Office for:

(1) The review of each accident case.

(2) Preparation of the Town of Islip Requisition Form listing the estimated or agreed upon cost of repair.

(3) Preparation of a purchase order for repairs. "Form MV 104 on File" will be recorded on the purchase order issued.

- c. Third Party Loss. The Department Head will complete Form 103-2 and forward it to the Town Safety Office. All the information requested on Form 103-2 must be obtained by the Department.

6. TOWN INSURANCE. The Town Insurance Risk Consultant is responsible for providing insurance policies as authorized. No new insurance can be provided nor changes in current policies made unless the Town Attorney's Office and the Insurance Risk Consultant is notified. A new building or piece of equipment cannot be insured unless the Insurance Risk Consultant is made aware of its proper FACS number.

The Town Attorney's Office will handle all insurance claims, but must be immediately notified by the Office of Safety when claims occur. (Refer to Section 5.)

PROPERTY LOSS NOTICE: COMPLETE AND PROCESS ACCORDING TO TOWN ADMINISTRATIVE
PROCEDURE 103 AND FORWARD TO THE TOWN OF SAFETY OFFICER.

NAME & PHYSICAL ADDRESS OF DEPARTMENT		DATE REPORT SENT TO DEPARTMENT HEAD:	
		NAME OF DIVISION:	
		PREVIOUSLY REPORTED? IF YES, WHEN? YES NO	
DIVISION ADDRESS IF DIFFERENT FROM THE DEPARTMENT:			
NAME & PHONE NUMBER OF CONTACT PERSON FOR FOLLOW UP ON THIS REPORT:			
DATE & TIME OF LOSS: ____ A.M. ____ P.M.		DATE, TIME & INITIALS OF SPECIAL SERVICES NOTIFICATION: ____ A.M. ____ P.M. INIT:	
LOSS LOCATION IF DIFFERENT THAN PROPERTY ADDRESS:			
DESCRIPTION OF LOSS AND DAMAGE (use additional sheets if necessary):			
LIST OF LOST ITEMS & ESTIMATED VALUE OF EACH:			
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
WITNESSES:		ADDRESS: PHONE:	
REMARKS:			
WAS ANYBODY INJURED? ____ YES ____ NO		IF YES, PLEASE COMPLETE A LIABILITY NOTICE (Form 103-2) AND FORWARD IT TO THE SAFETY OFFICER	
REPORTED BY:		SIGNATURE: DATE:	

SUBJECT: SERVICE OF LEGAL PAPERS

1. PURPOSE. To inform Town of Islip employees of the procedures to be followed in the event legal papers pertaining to the Town are served on such employees.

2. ACCEPTANCE OF LEGAL PAPERS.

No officer or employee of the Town that is not authorized to accept service for the Town pursuant to New York State Civil Practice Laws and Rules, or some other provision of New York State Law, can accept any legal papers on behalf of the Town. Generally, only the offices of the Town Clerk and the Supervisor can accept the service of legal papers on behalf of the Town. Once a lawsuit or proceeding has been commenced, the Town Attorney's office may accept pleadings or papers on behalf of the Town.

YOU MUST IMMEDIATELY NOTIFY THE TOWN ATTORNEY'S OFFICE IF ANY LEGAL DOCUMENTS ARE RECEIVED BY YOU AND MUST TRANSMIT SUCH DOCUMENTS TO THE TOWN ATTORNEY'S OFFICE WITHIN 24 HOURS.

- a. NOTICE OF CLAIM and/or SUMMONS AND COMPLAINT. Any document purporting to be a Notice of Claim or Summons and Complaint must be accepted **ONLY** by those authorized under New York State Law, and must be immediately transmitted to the Town Attorney's Office
- b. SUBPOENA. Department personnel are authorized to accept subpoenas when they are served. Before any action may be taken with regard to the orders set forth in the subpoena, the recipient shall notify his Department Head or, in his absence the deputy or other designee, of the receipt of the subpoena. The Department Head, in turn, shall contact the office of the Town Attorney for further advice on how to proceed in the matter.

After approval of compliance by the office of the Town Attorney, any witness fees received from a process server shall be forwarded by a designated employee in the office of the Department Head to the Town Comptroller for deposit to the appropriate account. The Comptroller shall issue a receipt to the Department Head for all such fees received.

The subpoena fee is \$20.00 per day as an attendance fee plus 48 cents per mile as travel expense for each mile to the place of attendance from the place where he or she was served, and return.

Any employee subpoenaed on official Town business shall receive his regular pay for any time so spent. In the event the employee receives a subpoena fee in addition to his/her regular pay, the subpoena fee will be reimbursed to the Town.

SUBJECT: VANDALISM TO TOWN PROPERTY

1. PURPOSE. To standardize the procedures for reporting of incidents of vandalism to Town property.
2. POLICY. It is the policy of the Town of Islip to reduce the causes that contribute to vandalism and damage to Town property. As a result, many Town buildings and facilities have been equipped with alarm and video surveillance systems, others have been fenced and locked, and most are routinely patrolled by the Public Safety Department and the Suffolk County Police.

These security precautions will be of little value if gates are left unlocked, windows left open or alarms not activated at times when the buildings or facilities are not occupied. It shall, therefore, be the responsibility of all Department Heads to ensure that the various locations under their jurisdiction are secured when they are vacated.

3. REPORTS OF INCIDENTS. Upon discovery of an incident of theft or vandalism to Town property, the employee should call the incident to the attention of his immediate supervisor at once. The supervisor will:
 - a. Contact the Department Head and advise him/her of what had occurred.
 - b. Telephone the Department of Public Safety, who will:
 - (1) Investigate the theft or vandalism.
 - (2) Prepare a comprehensive report of the incident, forward one copy of the report to the Department Head and one copy to the Director of Purchasing.
 - (3) Notify the Suffolk County Police Department.
 - (4) Notify the Commissioner of Public Works who will coordinate the repair any damage.
 - c. Prepare-a written report, including the extent of the damage, missing items, etc., and forward the report to the Department Head.

In the event that the immediate supervisor and the Department Head are not available, the employee who discovered the vandalism should inform Public Safety, by telephone, of all the facts, and report the incident to his/her supervisor immediately upon his/her arrival.

4. INSURANCE CLAIM PROCEDURE. Department Heads will be responsible for preparing a complete narrative of the incident and for forwarding it, as soon after the incident occurred as possible, in no case more than five (5) days, to the Director of Purchasing, who will act as the Town liaison officer between Department Heads and the Town Insurance Agent in all cases of theft and vandalism to Town property. Department Heads are also obliged to complete Town of Islip Form 103-A or Town of Islip Form 103-B (which are included earlier in this procedure) as appropriate.

When an act of vandalism might impair the security of a facility--such as a broken door or window--or might create a hazard to the safety of residents or employees, the Department Head will telephone the Director of Purchasing, who will decide immediately whether emergency_repairs will be made in-house or by a vendor.

If vandalism is noted at night or over the week-end, and the Director of Purchasing cannot be reached, the Department Head will determine the steps to be taken, and submit a report of such steps taken to the Director of Purchasing.

The Director of Purchasing will forward an account of each incident of vandalism, together with an estimated bill for repairs, or an actual bill if repair has been authorized, to the Town Insurance Agent, and will retain a copy of all such documentation in his/her files.

SUBJECT: ENERGY CONSERVATION

1. PURPOSE: To provide guidelines for the conservation of energy applicable to all employees of the Town of Islip
2. POLICY. The Town of Islip has dedicated itself to the continuing practice of conserving energy in all its forms motor- gasoline, fuel oil, electrical power, etc.
 - a. MOTOR GASOLINE.
 - (1) Town vehicles not to exceed the passed speed limit.
 - (2) Pooling of Town vehicles when practical.
 - (3) No personal use of Town vehicles.
 - (4) Emergency procedures will be adopted to alleviate a gasoline-shortage when necessary.
 - b. FUEL OIL.
 - (1) Maintain Town buildings at 68 degrees during the heating season.
 - (2) More frequent and efficient maintenance of heating and cooling systems to promote more efficient fuel consumption.
 - c. OTHER.
 - (1) Turn off lights when rooms are not in use.
 - (2) Turn off any energy consuming machines when not in use.
3. EMPLOYEE RESPONSIBILITIES. All employees of the Town of Islip are expected to cooperate fully with the Town's sincere effort to help ease the energy crisis and reduce air pollution as well. The Town Supervisor invites suggestions from all employees on additional steps the Town might take in its ongoing program for energy conservation.

SUBJECT: FREEDOM OF INFORMATION

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1. POLICY.

Article 6 of the New York State Public Officers Law requires that State and local governments make "Records" available to the public. The Town is required to develop procedures for compliance with the Freedom of Information law, including:

- (1) Times and places records are available to be viewed or copied.
- (2) Persons from whom records may be obtained.
- (3) Establish fees for copies of records as prescribed by statute.

2. DEFINITION(S).

"Record" means any information kept, held, filed, produced or reproduced by, with or for the Town of Islip, in any physical form, including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

The Town shall maintain records of:

- (1) The final vote of each Town Board member in every Town procedure in which the Town Board member votes; and
- (2) The name, business address, title, and salary of every public officer or employee of the Town.

“Exemptions” mean all Town records that are specifically exempted from disclosure by New York Freedom Information Law, case law, and/or state or federal statute.

The Freedom of Information Law authorizes each agency to deny access to records or portions of such records that are specifically exempted from disclosure by state or federal statute. All records are presumed to be public, unless an exemption applies.

Pursuant to Public Officers Law §§ 87(2) and 89(2), as may be amended, Town may deny access to records or portions thereof that:

- (a) Are specifically exempted from disclosure by state or federal statute;
- (b) If disclosed would constitute an unwarranted invasion of personal privacy under the provisions of subdivision two of section eighty-nine of this article;
- (c) If disclosed would impair present or imminent contract awards or collective bargaining negotiations;
- (d) Are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- (e) Are prepared or created for law enforcement purposes only to the extent that disclosure would:
 - i. Interfere with law enforcement investigations or judicial proceedings, provided however, that any agency considering denying access pursuant to this subparagraph shall proceed in accordance with subdivision six of this section;
 - ii. Deprive a person of a right to a fair trial or impartial adjudication;

- iii. Identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - iv. Reveal criminal investigative techniques or procedures, except routine techniques and procedures.
- (f) If disclosed could endanger the life or safety of any person;
- (g) Are inter-agency or intra-agency materials which are not:
 - i. Statistical or factual tabulations or data;
 - ii. Instructions to staff that affect the public;
 - iii. Final agency policy or determinations; or
 - iv. External audits, including but not limited to audits performed by the comptroller and the federal government.
- (h) Are examination questions or answers which are requested prior to the final administration of such questions.
- (i) If disclosed, would jeopardize the capacity of an agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

3. DESIGNATION OF RECORDS ACCESS OFFICERS.

A. The Supervisor of the Town of Islip is responsible for ensuring compliance with the regulations herein, and designates the following departments as records access officers depending on the type of record sought:

The Planning Commissioner or designee, for all building department records.¹

1 Manitton Court, Islip, NY 11751

Tel: 631-224-5470 | Email: RecordsDepartment@islipny.gov

The Town Attorney or designee, for all other Town records.

655 Main Street, Islip, NY 11751

Tel: 631-224-5550 | Email: townattorney@islipny.gov

¹ The Building Department shall be directly responsible for responding to requests for information from their departmental records, and the Planning Commissioner shall appoint Records Access Officer(s) for that division within the department.

B. The respective Records Access Officer is responsible for ensuring appropriate agency response to public requests for access to records.

C. For those requests handled by the Town Attorney's Office, the Town Records Access Officer is responsible for forwarding the FOIL request to the appropriate Department subjected to the specific FOIL request after formal acknowledgment of the request as set forth in Section 6(C).

Department Heads will be responsible for designating an individual, who will respond to FOIL requests forwarded by the Town Records Access Officer, which primarily will consist of conducting a search and providing all requisite record(s) located within the respective Department. The designated individual shall work and communicate directly with the Town Records Access Officer, and shall communicate only with the Town Records Access Officer, Town Attorney, Department Head and/or any other employee within the Department necessary to locate the requested record(s).

D. The Records Access Officer is responsible for:

- (1) Maintaining a reasonably detailed current list by subject matter of all records maintained by the Town of Islip, whether or not the records are accessible. This list does not imply that all records are available to the public.
- (2) Identifying of the appropriate department(s) that maintain record(s) sought by FOIL requester, if necessary.
- (3) Contacting the FOIL requester when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating requested records, taking one of the following actions:
 - i. Making records available for inspection; or
 - ii. Denying access to the records in whole or in part and explaining in writing the reasons therefor.
- (5) Upon request for copies of obtainable records:
 - i. Making a copy available upon payment or offer to pay established fees, if any; or

- ii. Permitting the FOIL requester to inspect those records.
 - a. Original records cannot be removed by the FOIL requester.

(6) Upon request, certifying that a record is a true copy.

(7) Upon failure to locate records, certifying that either:

- i. The Town agency is not the custodian for such records, or
- ii. The records of which the Town agency is a custodian cannot be found after diligent search.

4. DESIGNATION OF RECORDS LOCATION.

Records shall be available for public inspection and copying at each respective department delineated in Section 3, supra, or as otherwise designated by the Records Access Officer(s). Original records cannot be removed by the requestor.

All responses to FOIL Applications filed directly with the Town Clerk and/or Building Department shall be available for pickup at the Town Clerk's Office and Building Department respectively, unless the Town Records Access Officer(s) designates otherwise in writing. If the applicant does not wish to appear in person to obtain the FOIL response, the Town Clerk's Office and/or Building Department shall mail the response to the applicant upon applicant's payment of the required reproduction fee and submission of an envelope with prepaid postage sufficient for the required mailing.

For those records that the Town of Islip has the ability to retrieve or extract from a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the Town shall retrieve and provide such record or data electronically, if so requested.

5. HOURS FOR PUBLIC INSPECTION.

Requests for public access to records shall be accepted and records produced during the following business hours:

Office of the Town Clerk

8:30 a.m. to 5:00 p.m.,
Monday-Friday, excluding holidays

Building Department

8:00 a.m. to 4:00 p.m.,
Monday-Friday, excluding holidays

6. REQUEST FOR PUBLIC ACCESS TO RECORDS.

A. All requests for public access to Town records and copying must be made in writing.²

(1) Requests **solely** for Building Department Records

Each request for Building records must be in writing and shall be submitted to the Building Department, One Manittou Court, Islip, New York, 11751, whereupon such written request shall be date-stamped before processing.

Applicants are strongly encouraged to request records via the Online FOIL Submission Form which can be accessed on the Town's website.

(2) Requests for all other Town of Islip Records

The Town Clerk, as the custodian of all the records, books and papers of the Town, shall be the receiver of **all other FOIL requests**. Requests must be in writing and shall be submitted to the Town Clerk's Office, 655 Main Street, Islip, New York, 11751. Such written request shall be date stamped and immediately thereafter forwarded to the Records Access Officer in the Town Attorney's Office for assignment of a unique FOIL number for identification purposes and to be formally acknowledged.

Applicants are strongly encouraged to request records via the Online FOIL Submission Form, which can be accessed on the Town's website.

B. If records are maintained on the internet, the FOIL requester shall be informed of the option to access the requested records via the internet or obtaining records in printed form either on paper or other information storage medium.

C. A response by the appropriate Records Access Officer shall be given utilizing the approved form within five (5) business days of receipt of a duly filed request by either of the following:

- (1) Informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
- (2) Granting or denying access to records in whole or in part; or

² Both the Town Clerk and the Building Department have their own respective FOIL Application forms.

- (3) Acknowledging the receipt of a request in writing and a statement that such request will be granted or denied in whole or in part within twenty (20) business days of dated written acknowledgment.

D. Following execution of a written acknowledgment, if circumstances prevent disclosure within the stated twenty (20) business days of such acknowledgment, response shall specify the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

- (1) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

E. A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed.

7. DENIAL OF ACCESS TO RECORDS.

A. Denial of access to records shall be in writing stating the reason therefore and advising the FOIL requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and number.

B. If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

C. The following body, which shall not include the Records Access Officer, shall determine appeals regarding denial of access to records under the Freedom of Information Law:

The Town Attorney or designee

655 Main Street, Islip, New York, 11751

Tel: 631-224-5550 | Email: townattorney@islipny.gov

D. Any person denied access to records may appeal within thirty (30) days of denial by filing a written appeal addressed to the FOIL Records Appeals Officer stated in the in the subsection above.

E. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the person denied access.

F. A failure to determine an appeal within ten (10) business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

G. The Town will transmit a copy of such appeal and the determination thereon within ten (10) business days of receipt of an appeal to:

The Committee on Open Government

New York State Department of State
One Commerce Plaza
99 Washington Avenue, Ste. 650
Albany, NY 12231

H. A final denial of access to a requested record, as provided for in subdivision (b) above, will be subject to court review, as provided for in Article 78 of the Civil Practice Law and Rules.

8. FEES.

A. There shall be no fee charged for:

- (1) inspection of records;³
- (2) search for records; or
- (3) any certification pursuant to this part.

B. Fees for Copies may be charged, provided that:

- (1) the fee for copying records shall be twenty-five (.25) cents per page for photocopies not exceeding 9 by 14 inches;
- (2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or

³ Except if redactions must be made first.

- (3) Town has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

C. The fee for a copy of any other record shall be based on the actual cost of reproduction and subject to the following:

- (1) an amount equal to the hourly salary attributed to the lowest paid employee with the necessary skill required to prepare a copy of requested record, but only when more than two hours of the employee's time is necessary to do so; and
- (2) the actual cost of the storage devices or media provided to FOIL applicant in fulfilling such request; or
- (3) the actual cost to the Town engaging an outside professional service to prepare a copy of a record, but only when Town's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

D. For those records that the Town of Islip has the ability to retrieve or extract from a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the Town shall retrieve or extract such record or data electronically. In such case, the Town may charge a fee in accordance with subsections B and C above.

E. The Town shall inform a FOIL Applicant of the estimated cost of preparing a copy of the record including, but not limited to, circumstances involving more than two hours of an employee's time, if it is necessary to retain an outside professional service to prepare a copy of the record, or if the cost to reproduce the requested record is expected to be excessive, as determined solely by the Records Access Officer.

F. The Town reserves the right to require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.

G. The Town reserves the right to waive a fee in whole or in part when making copies of records.

9. ABANDONMENT OF REQUEST.

The Town shall deem a FOIL application withdrawn (without notification of same) in the event the applicant fails to retrieve or review the requested documents within 30 (thirty) calendar days. The FOIL applicant will be required to file a new application if the applicant still wishes to retrieve or review the requested documents subject to all attendant costs.

10. PUBLIC NOTICE.

The Town of Islip will publicize by posting in conspicuous locations and on the FOIL Application form:

- (1) Where records will be made available for inspection and copying; and
- (2) The right to appeal by any person denied access to a record, and to whom appeal is to be directed.

11. MISCELLANEOUS.

The Town of Islip shall comply with New York State Public Officers Law, Article 6, and any amendments thereto. The Town shall also comply with any case law interpretation related to New York State Public Officers Law, Article 6. Should any provision herein conflict with New York State Public Officers Law, Article 6 and related case law, the provisions of the statute and the case law shall prevail.

Town Clerk

Date Stamp Here



Town of
Islip

**FREEDOM OF INFORMATION LAW (F.O.I.L.)
APPLICATION FOR ACCESS TO PUBLIC RECORDS**

Instructions: Complete Section 1 and submit to *Office of Town Clerk, 655 Main Street, Islip, NY 11751 (f) 631-224-5574*

PRINT TYPE OR PRINT CLEARLY

SECTION 1 – TO BE COMPLETED BY APPLICANT

I HEREBY APPLY TO REVIEW OR HAVE COPIED THE RECORD(S) DESCRIBED BELOW:

Name of Applicant:	Mailing Address of Applicant (include suite if applicable):		
Name of Business or Firm:	City:	State:	Zip Code:
Signature of Applicant:	Date of Application:		
Telephone Number:	Department if known:		

DESCRIPTION OF RECORD SOUGHT TO INSPECT AND ANY SPECIAL INSTRUCTIONS. Please describe the record(s) sought in as specific detail as possible, with address, date or time frame, if applicable. If we cannot determine what record(s) you seek, your application will be denied. Under the NYS FOIL Law, the Town of Islip is only required to supply **DOCUMENTS THAT ALREADY EXIST** (NYS POL Article 6).

FEE SCHEDULE

Be advised that there is a statutory fee due (\$.25 per page, not in excess of 9x14) for copies. For anything else, including digital formats, cost of reproduction will be charged. Deposits may be required for voluminous requests. Copy fees are to be paid for any pages required to be redacted prior to viewing a file. FOIL requests will not be processed for any person or company who fails to pay any outstanding FOIL fees due for a prior FOIL request. Copies will be prepared unless specifically requested otherwise.

SECTION 2 – TO BE COMPLETED BY AGENCY RECORDS ACCESS (FOIL) OFFICER

Receipt of this request is hereby acknowledged. Please allow Twenty (20) business days for processing before contacting this office. A copy of this form is being mailed to you indicating your request is being processed.

Date

Records Access Officer

Application Number

Office of the Town Attorney, 655 Main Street, Islip, NY 11751 (631) 224-5550

Please note: The Public Officer's Law requires a municipality to acknowledge receipt of this FOIL request within five (5) business days.

Application Number

**FOR AGENCY USE ONLY BELOW
SECTION 3 – NOTICE TO APPLICANT**

DEPOSIT REQUIRED

- ☐ Before we may continue processing your FOIL Application, a deposit in the amount of \$ _____ is required within thirty (30) days of this response. Please forward a check payable to the "Town of Islip" in the deposit amount to the attention of the Records Access Officer, Office of the Town Attorney, 655 Main Street, Islip, New York 11751. For questions, please call (631) 224-5550. If we do not receive your deposit within thirty (30) days of this response, your FOIL will be deemed closed.

RECORDS PROVIDED

- ☐ The records have been fully provided. ☐ The records have been partially provided or redacted.
- ☐ The document(s) you requested are available. The cost of reproduction is \$ _____. Please bring your cash, check or money order payable to the "Town of Islip" and submit to the Town of Islip-Town Clerk's Office, 655 Main Street, Islip, NY 11751. **Upon arrival, please call (631) 224-5490 to advise you are picking up your documents.** If necessary, please contact the Records Access Officer at (631) 224-5550 to make other arrangements for the receipt of your documents if you are unable to pick them up in our Town Clerk's Office.
- ☐ Please call (631) 224-5550 to schedule an appointment to view the documents requested. If we are not contacted within thirty (30) days to schedule a viewing, your FOIL will be deemed closed.

RECORDS DENIED, PARTIALLY PROVIDED OR REDACTED

- | | |
|--|--|
| <input type="checkbox"/> Request needs to be more specific because cannot determine what record(s) you seek | <input type="checkbox"/> Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6A, Sec. 89-2(a) |
| <input type="checkbox"/> Records not possessed by the Town of Islip | <input type="checkbox"/> Could endanger the life or safety of any person |
| <input type="checkbox"/> After a diligent search, there are no known documents that are responsive to your request | <input type="checkbox"/> Municipalities are not required to respond to questions or inquiries, only to provide documents |
| <input type="checkbox"/> If a record exists, would be a law enforcement record. Please contact our Code Enforcement Department at (631) 224-5460 for a violation search – a fee applies. | <input type="checkbox"/> Unwarranted invasion of personal privacy |
| <input type="checkbox"/> Law Enforcement Records | <input type="checkbox"/> Exempt inter-agency or intra-agency materials |
| <input type="checkbox"/> Are trade secrets or commercial enterprise documents which if disclosed, would cause injury to the competitive position of the subject enterprise | <input type="checkbox"/> Would impair present or imminent contract awards or collective bargaining negotiations |
| <input type="checkbox"/> Municipalities are only required to search for specific documents requested that are in existence | <input type="checkbox"/> Exempted by statute other than the Freedom of Information Law |
| | <input type="checkbox"/> Exempt examination questions or answers |
| | <input type="checkbox"/> Other: |

Name of Records Access Officer:

X

Records Access Officer Signature:

X

Date:

X

This Freedom of Information Request will remain on file for six (6) months from the date of final determination. Thereafter, it will be destroyed.

You have the right to appeal a denial of this application in writing within thirty (30) days to Ernest J. Cannava, Senior Assistant Town Attorney, Islip Town Hall, 655 Main Street, Islip, New York 11751. You are entitled to an explanation of the reason for such denial in writing within ten (10) business days of the appeal.

I hereby appeal: _____

Signature

Date

Building Department

Date Stamp Here



Town of
Islip

**FREEDOM OF INFORMATION LAW (F.O.I.L.)
APPLICATION FOR ACCESS TO PUBLIC RECORDS
BUILDING DEPARTMENT**

Complete Section 1 and submit to our Building Department, One Manittan Court, Islip, NY 11751 – (631) 224-5470 (f) (631) 224-5465

THIS FORM IS TO BE USED WHEN ONLY REQUESTING BUILDING DEPARTMENT RECORDS. THIS INCLUDES: SURVEYS, PERMITS, INSPECTION REPORTS, COs, BUILDING PLANS/BLUE PRINTS. ALL OTHER REQUESTS INCLUDING PLANNING, ENGINEERING AND ZBA RECORDS MUST BE SUBMITTED TO OUR TOWN CLERK'S OFFICE.

PLEASE TYPE OR PRINT CLEARLY

SECTION 1 – TO BE COMPLETED BY APPLICANT

I HEREBY APPLY TO REVIEW OR HAVE COPIED THE RECORD(S) DESCRIBED BELOW:

Name of Applicant:	Mailing Address of Applicant (include suite if applicable):		
Name of Business or Firm:	City:	State:	Zip Code:
Signature of Applicant:	Date of Application:		
Telephone Number:	Department if known:		

DESCRIPTION OF RECORD SOUGHT TO INSPECT AND ANY SPECIAL INSTRUCTIONS. Please describe the record(s) sought in as specific detail as possible, with address, date or time frame, if applicable. If we cannot determine what record(s) you seek, your application will be denied. Under the NYS FOIL Law, the Town of Islip is only required to supply **DOCUMENTS THAT ALREADY EXIST (NYS POL Article 6).**

FEE SCHEDULE

Be advised that there is a statutory fee due (\$.25 per page, not in excess of 9x14) for copies. For anything else, including digital formats, cost of reproduction will be charged. Deposits may be required for voluminous requests. Copy fees are to be paid for any pages required to be redacted prior to viewing a file. FOIL requests will not be processed for any person or company who fails to pay any outstanding FOIL fees due for a prior FOIL request. Copies will be prepared unless specifically requested otherwise.

SECTION 2 – TO BE COMPLETED BY AGENCY RECORDS ACCESS (FOIL) OFFICER

Receipt of this request is hereby acknowledged. Please allow Twenty (20) business days for processing before contacting this office. **A copy of this form is being mailed to you indicating your request is being processed.**

Date _____ **Records Access Officer** _____ **Application Number** _____

Building Department, One Manittan Court, Islip, NY 11751 (631) 224-5470 (f) (631) 224-5465

Please note: The Public Officer's Law requires a municipality to acknowledge receipt of this FOIL request within five (5) business days.

Application Number

**FOR AGENCY USE ONLY BELOW
SECTION 3 – NOTICE TO APPLICANT**

DEPOSIT REQUIRED

- ☐ Before we may continue processing your FOIL Application, a deposit in the amount of \$_____ is required within thirty (30) days of this response. Please forward a check payable to the "Town of Islip" in the deposit amount to the attention of the Records Access Officer, Building Department, One Maniton Court, Islip, New York 11751. For questions, please call (631) 224-5470. If we do not receive your deposit within thirty (30) days of this response, your FOIL will be deemed closed.

RECORDS PROVIDED

- ☐ The records have been fully provided. ☐ The records have been partially provided or redacted.
- ☐ The document(s) you requested are available. The cost of reproduction is \$_____. Please bring your cash, check or money order payable to the "Town of Islip" and submit to the Building Department, One Maniton Court, Islip, NY 11751. If necessary, please contact the Records Access Officer at (631) 224-5470 to make other arrangements for the receipt of your documents if you are unable to pick them up at our Building Department.
- ☐ Please call (631) 224-5470 to schedule an appointment to view the documents requested. If we are not contacted within thirty (30) days to schedule a viewing, your FOIL will be deemed closed.
- ☐ A redaction fee in the amount of \$_____ is due at the time of viewing appointment.

RECORDS DENIED, PARTIALLY PROVIDED OR REDACTED

- | | |
|--|--|
| <input type="checkbox"/> Request needs to be more specific because cannot determine what record(s) you seek | <input type="checkbox"/> Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6A, Sec. 89-2(a) |
| <input type="checkbox"/> Records not possessed by the Town of Islip | <input type="checkbox"/> Could endanger the life or safety of any person |
| <input type="checkbox"/> After a diligent search, there are no known documents that are responsive to your request | <input type="checkbox"/> Municipalities are not required to respond to questions or inquiries, only required to provide specific documents requested that are in existence |
| <input type="checkbox"/> If a record exists, would be a law enforcement record. Please contact our Code Enforcement Department at (631) 224-5460 for a violation search – a fee applies. | <input type="checkbox"/> Unwarranted invasion of personal privacy |
| <input type="checkbox"/> Law Enforcement Records | <input type="checkbox"/> Exempt inter-agency or intra-agency materials |
| <input type="checkbox"/> Are trade secrets or commercial enterprise documents which if disclosed, would cause injury to the competitive position of the subject enterprise | <input type="checkbox"/> Would impair present or imminent contract awards or collective bargaining negotiations |
| <input type="checkbox"/> Municipalities are only required to search for specific documents requested that are in existence. | <input type="checkbox"/> Exempted by statute other than the Freedom of Information Law |
| | <input type="checkbox"/> Exempt examination questions or answers |
| | <input type="checkbox"/> Other: |

Name of Records Access Officer:

X

Records Access Officer Signature:

X

Date:

X

This Freedom of Information Request will remain on file for six (6) months from the date of final determination. Thereafter, it will be destroyed.

You have the right to appeal a denial of this application in writing within thirty (30) days to Ernest J. Cannava, Senior Assistant Town Attorney, Islip Town Hall, 655 Main Street, Islip, New York 11751. You are entitled to an explanation of the reason for such denial in writing within ten (10) business days of the appeal.

I hereby appeal: _____

Signature

Date

SUBJECT: RECORDS ADMINISTRATION

1. PURPOSES. To provide for the centralized care, custody, retention and disposition of public records of the Town of Islip, an inactive Records Center has been set up in Islip Town Hall West (401 Main Street). All inactive records will be sent to the Records Center in standard file boxes accompanied by a Records Inventory Data Worksheet (Form 108-A).

2. DEFINITIONS.

Public Records. The words "Public Records" mean "any book, paper, map, photograph, micrograph, or other information storage device, regardless of its physical form or characteristic, which is the property of the . . . Town . . . on which any officer or employee of said . . . Town . . . has received or is required to receive for filing" . Reference – New York State Education Law 144 (1).

Inactive Records. Records are considered inactive if they are referred to less than six times per year.

3. RECORDS CUSTODIAN.

A. Public Records. The Town Clerk will have custody of all the records, books and papers of the Town. Reference - New York State Town Law 30 (1).

However, since official records of the Town of Islip are so vast, and the efficient operation of the Town's daily business requires that official records be maintained in close proximity to where such daily business takes place, and since Section 146 of the Education Law authorizes the filing and storage of records in the buildings in which they are ordinarily used, the various Department Heads who have care and custody of official records will:

1. Act for, and be under the direction of, the Town Clerk in all matters concerning records retention, maintenance, filing, disposition, and accessibility to the public.
2. Be held responsible for all laws, rules and regulations imposed upon the Town Clerk as official custodian of the Town records.

B. Inactive Records. A Records Custodian will be assigned to the Records Center and will have custody of all the records, books, and papers of the Town. However, ownership of said records is retained by each individual Department. Records should not be transferred to the Records Center when their legal minimum retention period has already expired, unless the records for some reason have continuing administrative, legal, fiscal, historical or research value. The Records Custodian and/or Records Room staff are the only persons who shall have access to the Records Center storage area.

4. NEW YORK STATE AUTHORITY. It is the function of the Office of State History of the Department of Education to examine the condition of all official records of the counties, cities, towns, and villages of the State, and to advise and recommend to officials in those public offices having custody or control over said records as to making, managing, reproducing, preserving or disposing of those records in their custody or control. Reference- Education Law 141F.

5. DEPARTMENTAL RECORDS TRANSFER. The Records Inventory Data Worksheet (Form 108-A) is the key for maintaining control of records in the Records Center. Each time a Department sends records to the Center, a Records Inventory Data Worksheet must be filled out, including information as to what records are being stored, their location and when they may be removed for legal disposition. Records should be sent to the Center in standard records storage boxes, measuring 12" wide, 15 " long and 10" high. This type of box will accommodate both legal and letter size documents and will be provided to each Department upon written request being made to the Records Center. These boxes are to be used for records storage only.

A. Originating Department.

(1) Procedure. One copy of the Records Inventory Data Worksheet (FormA), containing an original and two carbon copies, is prepared by the department transferring records (the originating department). The List should provide the following information:

(a) Identify the Department/Division/Building.

(b) Assign & write a Department box number in lower right-hand corner of box. DO NOT WRITE ANYTHING ELSE ON BOX

(c) List each box number being transferred. Boxes should be given sequential numbers.

(d) Indicate complete title(s) of record(s) contained in the box. If more than one record has been packed in a box, clearly indicate this and give information for each type of record included. If possible, pack only one type of record records, chose those records having a similar retention period.

(e) Show dates of records contained in box from earliest date to latest date.

(f) The person transferring the records should sign and date the Records Inventory Data Worksheet.

(g) Transmit the original and one copy of the Records Inventory Data Worksheet to the Records Center. Keep one carbon copy of the list for your file until a signed carbon copy is returned from the Records Center.

(h) The Records Inventory Data Worksheet should be placed in an interoffice envelope and taped to the top of the box labeled 01.

(2) Records Clerk. Each department should assign one person to coordinate records storage and transferring for their agency. The Department Records Clerk should check the boxes being transferred to make sure that they contain only the records that are listed to be stored. Pendeflex folders, duplicate copies of records, etc. should not be included in the box.

(3) Records Center Procedure. Records Center personnel are responsible for the admittance of records, file box location assignment, record retrieval, and determination of records disposition.

(4) Records Admittance. Records Center staff are responsible for:

(a) Checking Records Inventory Data Worksheet against the shipment to confirm all records were delivered.

(b) Prior to shelving, checking the contents of boxes against the information provided on the Records Inventory Data Worksheet to clarify any questions with the originating department.

(c) Indicating in the proper column on the Records Inventory Data Worksheet the assigned location within the Records Center of each box of records stored.

(d) Writing the date when records may be destroyed on the Records Inventory Data Worksheet. This information is obtained from the Local Records Disposition Request List, which is available from the State Education Department.

(e) Signing and dating the Records Inventory Data Worksheet and returning one copy to the originating department.

(f) Filing the Records Inventory Data Worksheet according to department and date.

6. LOCATION OF RECORDS.

- A. A location number is assigned to every space for a box on the shelving, starting at the extreme bottom and left of the rows of shelving and working up. When all of the columns on one side of an aisle are filled, proceed to the next aisle and continue numbering the shelves.
- B. When a location number is assigned to a box of records, that location number is printed on the end of the box and the box is stored in that space.
- C. Rules for storing irregularly shaped documents is left to the discretion of the Records Custodian.
- D. Pursuant to the goal of transparent government, Town Board Agendas will be posted on the Town website, and archived after each meeting.

7. RETRIEVAL OF RECORDS. Due to the nature of the records stored, people will want to have access to them. It is essential that control be kept by the originating department of files that have been removed from the records room. There will be three types of record retrieval requests:

- A. Files requested by originating department personnel:

- (1) To retrieve records in storage at the Records Center the Records Requisition Form (Form 108-B) is utilized.
- (2) The originating department completes Form 108-B, and makes two copies.
- (3) The department files one copy of Form 108-B.
- (4) Two copies of Form 108-B are then sent by interoffice mail or brought in person to the Records Center.
- (5) The Records Custodian reviews Form 108-B and signs both the original and the copy when the records are released. The original Form 108-B is retained and filed by the Records Custodian, the other copy is returned with the records to the originating Department.
- (6) When the records are received back in the Records Center the Records Custodian will record this information on the original Form 108-B.

B. Files requested by Town Personnel outside of the originating Department.

Permission for anyone to review files must be given by the originating Department in all cases on Form 108-B. It is the responsibility of the originating Department to determine the confidentiality of the records and who should have access.

C. Files requested by the public.

All requests to review inactive records made by the public should be made to the originating department. This access is governed by the procedures outlined in Section 107 of the Administration Procedures Manual: Freedom of Information.

8. DISPOSITION OF RECORDS. When public records no longer have continuing administrative, legal, fiscal or historical value, the storage of such records beyond the legal retention period defeats one of the main purposes of having an inactive Records Center.

- A. Section 63.10 of the Local Finance Law and Article XXIV of the State Comptroller's Regulation cover the cancellation and destruction of paid obligations. These include paid Town bonds, coupons and notes. This matter is under the jurisdiction of the State Comptroller who issues periodic regulations concerning the disposition of such fiscal records.
- B. Disposition of State government records generated pursuant to Article 41 of the Public Health Law including births, deaths, and marriages are governed by the provisions of Section 57 .05(11) of the Arts and Cultural Affairs Law . Disposition under this Law is coordinated by the State Archives and Records Administration, Division of State Government Archives and Records Services.
- C. Section 57 .25 of the Arts and Cultural Affairs Law and Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York covers the disposition of all other Town records . These records are to be disposed of according to the Records Retention and Disposition Schedule (LGS-1) which supersedes and replaces all Records Retention and Disposition Schedules previously issued by SARA for Municipalities.

- D. Section 57.19 of the Arts and Cultural Affairs Law requires each local government to designate a Records Management Officer, who in conjunction with Department Heads, should coordinate or directly carryout disposition. The Records Management Officer in Town government is the Town Clerk.

Procedure:

1. The Records Custodian will annually:

- (a) Review the entire file of Records Inventory Data Worksheet (Form 108A).
- (b) Inspect the right hand column headed, Destroy Date.
- (c) Circle every current year date so that disposition may occur when permission is granted.
- (d) Prepare a Disposition List of all records that can be destroyed. Cross reference the Disposition List to the most recent copy of the Local Records Disposition Request List to make certain that no record retention periods have changed.
- (e) Send a copy of the Disposition List to every department, whose records are being considered for removal for their approval.
- (f) Upon receipt of Department approval the Records Custodian will again verify that all records being considered for disposition have met the minimum legal retention period and will then make a list of the box numbers containing the records to be destroyed and remove them from the shelves.
- (g) On the Records Center file copy of the Records Inventory Data Worksheet (Form 108-A) the Records Custodian will draw a line through the description of the box of records to be destroyed and send a Xerox copy of the Form to the originating department requesting them to amend their file copy of Form 108-A in a similar fashion.
- (h) Replace the Records Inventory Data Worksheet in the file.
- (i) If the record box(es) are to be reused, cross out the location numbers on the box(es) before reusing them.
- (j) Dispose of the box of records in whatever manner is acceptable.
- (k) Use the list of location numbers vacated for reissuing location numbers to new boxes of records assigned to the Records Center.

RECORDS REQUISITION FORM *

I _____ wish to review the following documents: _____

Department Originating Records: _____	Title _____
of Record(s): _____	Dates of Records _____
_____	_____
_____	_____
_____	_____
_____	_____

I wish to review the above cited records for the following reason : _____

Originating Department approval issued by _____

Date _____

Originating Dept. approval not issued because _____

Records released _____

Date _____

Approved by _____

Records Custodian

Due back no later than _____ Returned on: _____

* Records may not be released directly to any individual or agency except the originating department. All requests to review records must be made to the department whose records you wish to review. Records will only be sent to the originating department. When the record is no longer needed the record must be sent back to the Records Center.

rev 02/08

Pursuant to the provisions of Section 146 of the Education Law, the following section of the Regulations of the Commissioner of Education has been somewhat revised and brought more in conformity with today's practices. This section is contained in Part 185, Records of Public Corporations, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York.

Sec. 185 .8 Records protection in towns. The following records of a town, including similar records of all improvements, fire and fire protection districts and, special boards, must be kept in a records safe, vault or insulated records container approved by the Office of State History:

- (a) minutes and proceedings from organization of the town, districts and boards to and including current minutes and proceedings;
- (b) supervisors' accounts and district accounting records, current or unaudited by the State Comptroller;
- (c) tax rolls containing warrant to collect and record of collection for current and previous ten years;
- (d) tax sale records;
- (e) special franchises, applications, transcripts of hearings, etc.;
- (f) special franchise valuations as fixed by State Department of Taxation and Finance for current and two previous years;
- (g) highway designation, determination, description, and acceptance books and papers;
- (h) all original maps and surveys;
- (i) records of school district boundaries, including maps;
- (j) oaths of current and previous officers;
- (k) bonds of officers currently in effect;
 - (1) election material less than one year old, the preservation of which is required by Section 125 of the Election Law;
- (l) justices' docket books less than 10 years old;
- (m) jury lists for current and previous two years;
- (n) deeds relating to town, improvement district, fire district, and fire protection district property;
- (o) insurance policies in force and related inventories pertaining to town, improvement district, fire district and fire protection district property;
- (p) all records of births, marriages and deaths;
- (q) census records;
- (r) records relating to outstanding indebtedness;
- (s) any town records dated prior to 1875.

SUBJECT: MANAGEMENT of ELECTRONIC RECORDS DERIVED FROM PAPER ORIGINALS

1 . PURPOSES. To provide for a standardized method and procedure for the acquisition, dissemination, security, back-up, and destruction of electronic records derived from paper originals or which may be used for archival purposes. Said methods and procedures shall be implemented in conjunction with or shall complement those procedures established for paper or other records as per Section 108 of this manual. Note: Original records which were first created electronically in connection with any Town action may be subject to any future administrative procedures outlined in this manual or in any other applicable document. This section shall pertain to those electronic records created as an alternative to paper, microfiche, or microfilm and which would be used primarily to satisfy New York State records retention rules and to provide a portable method of document dissemination.

2 . DEFINITIONS.

Departmental Network Share – a portion of a hard disk allocated for a single department's electronic files and accessible by that department's staff alone.

Document Level Security – an administrative control, usually password protected, that controls whether an electronic document can be edited, copied, or printed. This security level is propagated to all subsequent copies of a file.

Network Based Security – Methods used by server operating systems that control access to individual folders and/or subfolders by client users of that system. The Town of Islip currently uses a Windows NT based network security system.

PDF – Adobe Corporation's portable document format.

3 . RECORDS CUSTODIAN. The Town Clerk shall remain the official custodian of all electronic records produced or maintained by the Town as per New York State Town Law and further as the official Records Management Officer (RMO). However, due to the interaction with and use of advancing computer and network technology, the Director of Information Management, or his designee, shall be consulted on all matters relating to the management of electronic records. The ultimate disposition of electronic records shall occur at the direction of the RMO (Town Clerk). The technological methods and/or system design of electronic record management shall occur at the direction of the Director of Information Management.

As with standard records described in Section 108 of this manual, the various Department heads shall:

1. Act for, and be under the direction of, the Town Clerk in all matters concerning electronic records retention, maintenance, filing, disposition, and accessibility to the public, and
2. Be held responsible for all laws, rules and regulations imposed upon the Town Clerk as official custodian of the Town's electronic records.

4. RETENTION AND DESTRUCTION. The existence of an electronic record or image as a method of archiving a paper case file and which is managed according to the policies and procedures herein is officially deemed to satisfy the definition of "record" and shall be subject to the same retention rules as the originating paper document even after the authorized destruction of such paper document as per Section 57-29 of the New York State Arts and Cultural Affairs Law:

57.29. Reproduction of records and disposition of the originals. Any local officer may reproduce any record in his custody by microphotography **or other means** that accurately and completely reproduces all the information in the record. Such official may then dispose of the original record even though it has not met the prescribed minimum legal retention period, provided that the process for reproduction and the provisions made for preserving and examining the copy meet requirements established by the commissioner of education. Such copy shall be deemed to be an original record for all purposes including introduction as evidence in proceedings before all courts and administrative agencies.

No paper records may be destroyed prior to an authorized destruction date specified in the LGS-01 Record Retention schedule unless:

1. The associated electronic files or archival images have been properly created according to the policies and specifications herein,
2. An appropriate document class has been duly created and added to a securely distributed database having the specifications listed in Appendix A at the direction of both the Director of Information Management and the Town Clerk,
3. A Records Destruction Authorization form, contained herein has been signed by the Department head, the Town Clerk, and the Director of Information Management.

Certain electronic documents which have procedural or historical value shall be maintained indefinitely at the direction of each Department head even though the LGS-01 Records Retention Schedule allows the destruction of said document. Department heads shall make such determinations after carefully balancing the benefits of long-term or permanent retention of said documents weighed against the potential liability to the Town created by long-term retention.

Back-up files of any electronic file authorized for destruction shall also be destroyed.

It shall be the official policy of the Town of Islip to maintain an electronic archive copy of all paper files, to the extent allowed by law. Said electronic archive copy shall be produced as soon as the paper case file is closed or when no further document additions to said file are expected. Departments using electronic document images as part of any workflow or active case review may do so at the direction of the Director of Information Management or as described in any future section of this manual.

4.1 DISPOSITION OF CERTAIN DOCUMENT CLASSES PERTAINING TO FINANCIAL OBLIGATIONS. The Town Clerk and the Comptroller shall coordinate on determining the proper disposition of certain documents related to financial matters pursuant to NYS Local Finance Law, or when paper is required to be the official medium of record archiving.

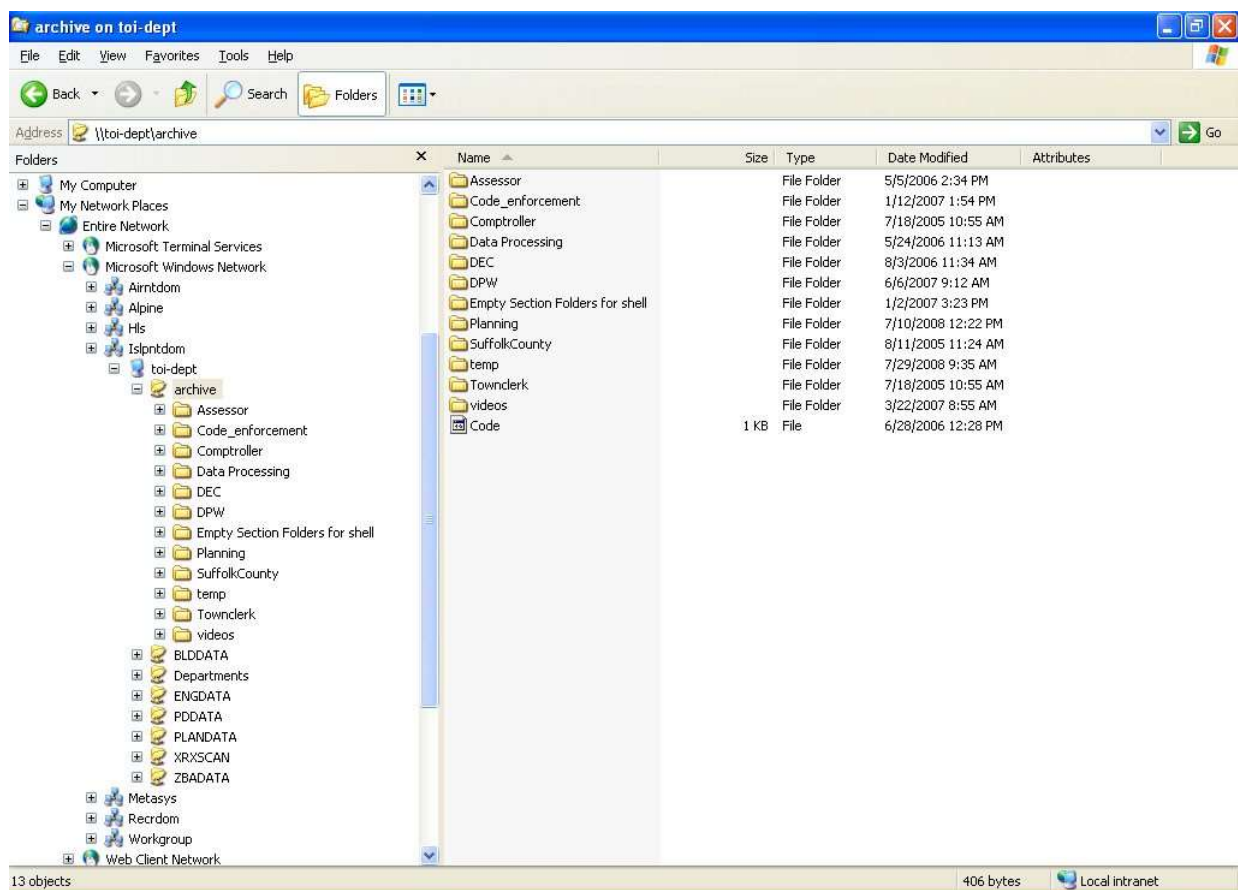
5. NEW YORK STATE AUTHORITY. It is the function of the New York State Department of Education and/or the State Archives and Records Administration (NYSARA) to examine the condition of all official records of the counties, cities, towns, and villages of the State, and to advise and recommend to officials in those public offices having custody or control over said records as to making, managing, reproducing, preserving or disposing of those records in their custody or control as per New York State Education Law.

6. DEPARTMENTAL RECORDS TRANSFER. Electronic records may be transferred to the Department of Information Management and/or standardized network location from multiple sources as follows:

- A. Vendors or Service Bureaus may transfer files to the Town via portable media such as DVDs, CD-Roms, external hard-drives, tape or magnetic media, or directly via file transfer protocol (ftp), email attachments, etc. Said transfers shall comply with all rules and procedures found in the Town of Islip Computer use policy.
- B. Each Department may scan or produce their own electronic files and/or image copies of original paper documents. Said files may be transferred to the Town's network only when sufficient planning and network folder structure have been created in consultation with the Department of Information Management. Information Management may, at its own discretion, give certain Department heads the security clearance necessary to move files directly to any specified network folder. Information Management shall maintain a record of which Department head and/or network user ID has such clearance.
- C. A central town scanning agency may also transfer files to the Town's network. The technological processes used by such agency shall be supervised directly by the Department of Information Management even if such agency formally exists under a different department.

The Department of Information Management shall deploy a central database that shall be used by any Department head or authorized records clerks to track and update the disposition of any electronic records transferred directly to the Town's network or indirectly, via storage media, to that department. Said database shall track the class, retention, file naming convention, network location, file type, etc. for each series of records transferred to the network. Note: Said database shall not replace any "Records Inventory Data Worksheets" or "Records Destruction Authorization" forms used to track paper records as per Section 108 of this manual. Appendix A shall contain the specifications for this database.

7 . LOCATION OF RECORDS. Electronic records derived from paper originals shall exist on a central shared folder located on a file server accessible on the Town's central domain currently known as ISLPNTDOM. The full path name of said folder shall be: [\\TOI-DEPT\ARCHIVE\](#). Subfolders for each department shall exist in the root of this folder. Network security clearance, including "Read-only" access to each departmental subfolder shall be managed by the Director of Information Management or his designee. The current configuration of the [\\TOI-DEPT\ARCHIVE](#) folder shall be as follows but additional subfolders may be added at any time:



8. RETRIEVAL OF RECORDS. Several methods may be used for the retrieval of any electronic record subject to network access and/or security rights:

A. TOIHOME. TOIHOME is the term used to generally describe the Town's web-based intranet and its associated document retrieval system. The basic TOIHOME web is accessible to all users on the ISLPNTDOM domain. Certain document and/or database retrieval functions require security clearance. Copies of actual .php, .html, or .asp code used in the TOIHOME system are available for review at the Department of Information Management. Said code shall be available to appropriate New York State agencies for the purposes of audit or records retention compliance. To access TOIHOME, simply type <http://toihome> into your web browser.

B. MANUAL NAVIGATION OF NETWORKED FILE SYSTEM. Authorized users will have the ability to manually navigate or search those networked shared folders to which they have security access or clearance. Users may use any number of programs to perform such manual searches such as Windows Explorer or DOS emulation programs such as Windows Scripting Host (Command window). Users may rely on standard and logical file naming conventions, as specified in Appendix A, for ease and consistency of image retrieval.

C. VERBAL OR WRITTEN REQUEST MADE TO DEPARTMENT OF INFORMATION MANAGEMENT OR ORIGINATING DEPARTMENT. Users without security clearance to specified networked shared folders, or if they are not familiar with TOIHOME or manual search methods, may request, in writing, an electronic or paper copy of a record from any department head. Upon approval of such request, the department head, or his designee may produce a copy of the record. If the department head is unable to produce the copy, the Director of Information Management may produce a copy of the record.

D. AUTOMATED INDEXING SYSTEMS. Multiple software programs exist that maintain an automated index of searchable documents. Currently, such programs include: Google Desktop Search, Microsoft Desktop Search, Adobe Acrobat, etc. Indexing software monitors specified folders, provides simplified search interfaces, and reveals results as hyperlinks. Such methods of document retrieval require no knowledge of any proprietary network folder structure or file naming convention.

E. DOCUMENT MANAGEMENT SYSTEMS. Custom programs are available that enable the complete management of electronic files including production (scanner drivers) and process workflow.

Freedom of Information requests involving electronic files shall be handled as follows:

A. Requests for paper output derived from an electronic archive file shall be satisfied by the originating Divisions only using one of the methods described above. Standard redaction and fees apply.

B. Requests for the actual electronic file without any paper output shall be reviewed by the Town Attorney's office. Fees shall be determined as the "actual cost of reproduction" and any redaction of said files shall occur at the direction of the head of the originating Department and the Department of Information Management.

FOIL requests shall otherwise be handled as indicated in Section 107 of this manual.

9. FILE NAMING CONVENTIONS – Electronic files shall be named as specified in the Town of Islip Document Classes database described in Appendix A. All electronic files identified under a specific document class shall have consistent file names with no deviations.

10. EXISTING DOCUMENT CLASSES – The database described in Appendix A shall identify all document classes within the Town and shall be updated at any time. Any changes made thereto, shall be deployed via TOIHOME or any future version of the Town's intranet home web page.

11. CREATION OF NEW DOCUMENT CLASSES – Department heads wishing to either transfer electronic files to the Town's network or to access said records through a custom programming interface such as TOIHOME, must make a request in writing to the Department of Information Management. Said Department shall consult with the requesting Department head to determine the: number and size of files to be stored, need for deployment via any programming interface, users who should have access to those specified electronic files, etc. If approved, the Department of Information Management shall update: the database described in Appendix A with the new document class created, configure network folders and access, and configure any custom programming interface to enable document retrieval if necessary. No paper records may be destroyed prior to an authorized destruction date specified in the LGS-01 Record Retention schedule unless the associated electronic files or archival images have been properly created according to the policies and specifications herein and an appropriate document class has been duly created in a the central database described in Appendix A at the direction of both the Director of Information Management and the Town Clerk.

12. SPECIFICATIONS OF IMAGE FILE and RETRIEVAL SYSTEM. – The Town of Islip hereby officially adopts the Adobe Corporation's Portable Document Format (PDF) as a primary imaging and archiving format.

The PDF file shall have the following specifications:

Dots Per Inch (DPI):	300 black and white 200 for color or grayscale documents 600 for color or grayscale aerial photographs
Compression:	Consultative Committee International Telephone and Telegraph (CCITT) Group 3 and 4, Joint Photographics Expert Group (JPEG), JPG2000, or other comparable standard.

The hardware and software used for image production and/or retrieval shall have the following specifications:

Retrieval:	The ubiquitous Adobe Reader program either as a stand- alone software product or when embedded within a web browser, shall be used to open any .pdf file.
Network Communications Protocol:	TCP/IP
Desktop Operating System:	Windows XP, Windows Vista, or any future version thereof
Video Monitors:	Large color screens, high quality, minimum 17", Minimum of 120 dpi resolution, Dot pitch no greater than .28, Fast refresh rate of 70 Hz or better, high resolution (1024 x 768) or greater.
Video Adapters:	Video adapters should utilize an accelerator chip set; Video adapters should have a minimum of 2 MB of video memory. 4 MB to 8 MB are common for graphic applications; Video adapters must be matched to the monitor (resolution supported, color palette, refresh rate) and the computer itself (bus, drivers, speed, and operating system support);
Scanners:	TWAIN or ISIS compatible
Storage:	Networked file server, RAID array or other technology which mirrors images of hard drives
Legal Admissibility Standards:	Refer to Legal Acceptance of Electronically Stored Documents (NYS Office of Technology Policy 96-10
Database Software:	Open Database Connectivity (ODBC) Compliance. Microsoft SQL is selected back-end database for TOIHOME and GIS applications. SQL is ODBC compliant

13. GUARANTEE OF ABILITY TO PRODUCE EYE READABLE COPY. A continuous audit of the viability of the Portable Document Format as an image format for long term storage shall occur. In the event that the Adobe Corporation ceases to exist or upon information and belief, that the viability of the Portable Document Format as a primary image format for archiving purposes is suspect, the Department of Information Management will initiate the migration to a future, industry standard image format after careful planning and in conformance with a needs analysis. Any future image format adopted by the Department of Information Management, shall be subject to the same continuous audit such that the ability to produce an eye readable copy of any electronic document is guaranteed at any point in the future. Images stored with any lossy compression, shall be produced with sufficient quality, pixel count, or color or grayscale specification, to guarantee that any derivative, film-based or paper archival medium is legible at any future date. Sufficient budgetary and staffing commitments must be made by any affected department to ensure that any data migration or conversion is possible at any future date.

14. ELECTRONIC FILE BACK-UP SPECIFICATIONS AND SCHEDULE. Several overlapping back-up and/or fail safe operations shall occur and shall be constantly monitored as follows:

A. Mirrored image of storage hard-drives in off-site location. Duplicate file-server is located on the second floor of 401 Main Street in a secure area. Said server contains an exact replica of primary storage units located at 655 Main Street.

B. Nightly back-up to tape. All tapes stored in fire proof and secure safe located at 655 Main Street and off-site location.

C. Weekly back-up to tape. All tapes stored in fire proof and secure safe located at 655 Main Street and off-site location.

D. Selected static .pdf files (not appended) remain on original optical media (CD-ROM, DVD) delivered by vendors. Deliverable media remains in secure storage within each department.

15. SECURITY. Several overlapping security mechanisms are in place to ensure the long-term safety of archived images:

A. NETWORK SECURITY. Windows NT security protocols are in place which manage individual user ID access to networked shared folders. Users belong to specified groups with write access to their departmental shares only. A small core group of users within the Department of Information Management have administrative and full rights to all network resources and settings. Other users may be issued levels of access to network shared folders upon written request of any department head and approval of the Director of Information Management. Such access shall only be granted upon proof of necessity.

B. DOCUMENT LEVEL SECURITY. The PDF format contains embedded security. Even if file is transferred to open network share or other location, files may be protected from viewing, mark-up, page extraction, or other edits without proper password.

C. INTRANET SECURITY. Access to documents, property flags, and other database information available through TOIHOME is managed through a central security table. Said table is editable by the Director of Information Management or his designee. Selected access to departmental files, property flags, and/or database information may be requested, in writing, to the Department of Information Management and shall be granted only upon approval of the originating department head.

16. STAFF TRAINING.

A. RETRIEVAL. Staff training on any aspect of electronic document management should be standardized between departments. All new staff shall undergo a basic orientation to the Town's network design, file naming conventions, and retrieval methods at the direction of the Department of Information Management and the various department heads.

B. PRODUCTION. Internal staff involved in the production of the electronic archive images shall be specifically trained by the Department of Information Management or his designee or by authorized and experienced staff. Instructional manuals detailing the process may be distributed to scanning staff for ongoing reference.

17. AUDIT TRAIL. The Town of Islip shall continuously audit the systems and processes expressed herein to ensure that all electronic archived records:

- 1) Are backed up on a regular basis,
- 2) Are adequately protected using various layers of file and network security,
- 3) May be retrieved using non-proprietary file formats and software programs,
- 4) Are able to be converted to any future, industry standard format, and
- 5) "Eye readable" copies of any electronic files may be produced at any future date.

The results of said audit shall be logged on a regular basis.

18. DISASTER RECOVERY. All data files, permit tracking software, and backups referenced herein shall continue to function in the event of any significant disaster. Upon implementation of any disaster plan, the operation of any document retrieval system shall be unaffected and any changes made to the underlying IT systems or software programming which constitute any "fail-safe" document retrieval system shall be undetectable by the average user. Said disaster plan shall encompass, at a minimum, the following:

- 1) Off-site back-up servers not likely to be affected by disaster events such as hurricanes or flood events.
- 2) On-site generators which serve mission-critical operations.

Section 108.1 – Appendix A
Document Class Database Specifications

Purpose: Provide a standardized method of tracking and creating any new document class that may participate in the Town's document management system.

Fields: ID – Provides for a unique control number or primary key for database
Document Class – Name of document type
LGS-01 – Page in the LGS-01 schedule that pertains to this document class
Description – Narrative description of document class
Disposition Schedule – Length of required retention as per LGS-01
Originating Department – Which Department created and controls access to this document class.
Naming Schema – Representation of file name Naming
Example – Actual sample of file name Pathname –
Location of files on network shared folder
Production Method – How are the files created? In-house, vendor, etc.
Primary? – Tracks whether electronic file is the primary record source.
Notes – General notes about each document class.

Location: <\\toi-data\toishare\>

Method of Distribution: Microsoft Access and/or MS Sql database distributed to selected client machines across ISLPNTDOM.

SUBJECT: SIGN REQUISITION FORMS

1. PURPOSE. To facilitate the ordering and procurement of display cards and signs.
2. POLICY. The Town of Islip, Division of Traffic Safety Sign Shop will, to the best of their ability, meet all reasonable requests for display cards and signs. All requests should be made two weeks in advance of desired pick up time.
3. PROCEDURE.
 - A. All requests for display cards and signs will be on a Sign Request Form. These forms are available at the Division of Traffic Safety Office, 401 Main Street, Islip, New York or at the Traffic Safety Sign Shop.
 - B. The layout of the display is to be indicated exactly as required in the space provided, or on an attached sheet. All copy should be checked for spelling, grammar and format design by the requesting office.
 - C. Signs to be installed by the requesting agency should be picked up by the agency at the Sign Shop in the Town Central Islip Complex which is located on the west side of Carleton Avenue .

SIGN REQUISITION FORM

TOWN OF ISLIP

DEPARTMENT OF TRAFFIC SAFETY

From: _____

Phone No. : _____

Authorization by: _____

Quantity: _____

Date of Request: _____

Date of Pick up: _____

Proposed Use: ☐ Indoors ☐ Outdoors

Signs will be installed by: ☐ Requesting Agency ☐ Traffic Safety

Size: Height (inches) _____

Width (inches) _____

Special Instructions: _____

COPY

FOR TRAFFIC SAFETY DEPARTMENT USE

Approved: _____ Date: _____ No: _____

Comments: _____

This form can be used to order more than one type sign, if signs are small

PLEASE MAKE REQUESTS AT LEAST TWO WEEKS IN ADVANCE

SIGNS TO BE INSTALLED BY REQUESTING AGENCY SHOULD BE PICKED UP AT
SIGN SHOP

DTS 5-74

rev 02/08

SUBJECT: ISSUANCE AND RECOVERY OF ROAD BARRICADES

1. PURPOSE. To facilitate the issuance and recovery of road barricades and other material loaned to Town residents for authorized functions such as block parties.

2. RESPONSIBILITY. The Department of Public Works will make available to Town residents, upon proper authorization and approval, barricades for use in restriction vehicular traffic during block parties or similar events. These barricades will have an eight inch (8") rail marked with reflective tape. The Sign Shop will provide DPW with "ROAD CLOSED" signs to be used in conjunction with the barricades.

3. PROCEDURES.

- A. Residents will apply to the Town Clerk for a block party permit and submit a \$50 bond. The bond is then forwarded to the Comptroller.
- B. The Town Clerk will prepare a resolution for Town Board consideration.

If the decision of the Town Board is:

(1) Resolution defeated: Town Clerk notifies residents and advises the Comptroller to release the bond.

(2) Resolution passed:

(a) Town Clerk's office will contact DPW for a determination of the site where residents will pick up barricades and signs.

(b) Town Clerk notifies residents in writing that the application has been approved and instructs residents where the equipment can be picked up.

(c) DPW will issue approved equipment upon the resident's presentation of the Town Clerk's written notification and will issue a receipt which specifies the amount and type of equipment and the duration of the loan.

(d) If the resident returns the equipment within the allotted time and the area used for the block party passes DPW inspection, DPW will notify the Comptroller to release the \$50 bond according to established procedures.

(e) If the resident does not return the equipment within a reasonable amount of time and/or the area used for the block party does not pass DPW inspection, the cost of repair or replacement of the equipment and/or the cost of cleaning up the area will be deducted from the \$50 bond prior to its release.

SUBJECT: OPEN MEETINGS LAW

*Please refer to the Public Officers Law of the State of New York, ARTICLE 7,
OPEN MEETINGS LAW, which is applicable to the Town.*

SUBJECT: AIRPORT PARKING PERMITS

1. PURPOSE. To provide a standardized procedure for issuing resident parking permits for Long Island MacArthur Airport.
2. POLICY. The Town of Islip's Airport Security Department will be responsible for issuing resident parking permits. The Airport Security Office issues permits Monday through Friday from 9:00 a .m. until 5:00 p .m.
3. PROCEDURES. Permits are issued based on the following:
 1. Any resident of the Town of Islip shall be entitled to a Long Island MacArthur Airport Parking Permit for a vehicle registered in their name. The registration must be shown when the permit is to be issued.
 2. Any residents of the Town of Islip using a leased or company-owned vehicle that has been assigned to their exclusive use (as if it were their own) shall be entitled to a Long Island MacArthur Airport Parking Permit upon proof of residency and statement of exclusivity by the company who is the registered owner of the vehicle.
 3. Any non-resident taxpayer of the Town of Islip shall be entitled to a Long Island MacArthur Airport Parking Permit upon proof of ownership of properties within the Town of Islip. This proof of ownership shall be a tax bill or major utility bill in the subject's name.
 4. Any business within the Town of Islip seeking a Long Island MacArthur Airport Parking Permit shall be directed to the Office of the Town Supervisor, Town of Islip, which shall be responsible for issuing all permits to such businesses.

All Permits under this program shall be affixed to the outside of the rear window, in the lower left hand corner.

SUBJECT: MAIL PROCEDURES

1. PURPOSE. To provide guidelines for the efficient handling of incoming and outgoing mail.
2. BACKGROUND. All questions regarding the handling of Town mail should be directed to the Mailroom Supervisor. The Mailroom Supervisor can advise departments on appropriate labels, the proper indicia, and on U .S. Postal regulations.
3. PROCEDURES. In order to efficiently handle the mail, the following should be done:
 - A. Departmental Mail should be separated into three piles:
 - Interoffice - must be in inter office envelopes
 - First Class - must have zip codes
 - Stamped Mail - must be sealed
 - B. Large mailings should be banded by zip code.
 - C. All mail requiring postage and sealing must have flaps in an UP position and all outgoing mail should be uniformly stacked with mailing address facing up.
 - D. All interoffice mail should be addressed with a name and specific division, i.e. ., Senior Citizens, not Human Services.

SUBJECT: TOWN OFFICE RECYCLING PROGRAMS

1. PURPOSE. To effectively remove from the Town's waste stream all material which may be recovered for recycling
2. RESPONSIBILITY.
 - A. All Town employees are required to separate recyclables into appropriate categories in all Town of Islip buildings where receptacles are provided.
 - B. The Department of Environmental Control is responsible for initiating and monitoring all such programs; providing receptacles and other materials to facilitate participation, and arranging final processing and/or storage before marketing the materials .
 - C. The Department of Environmental Control is responsible for collection of recyclables from Town buildings and delivery to the Sayville Recycling Facility.
3. PROCEDURE. The following program is in place in Town of Islip buildings. It is described as follows:
 - A. Office Recycling Program
 - (1) Each office worker is to separate designated recyclables from other recyclables and regular garbage. Workstation pails to facilitate this separation are available from the Department of Environmental Control (224-5640). Posters with instructions for office recycling are also provided and should be posted in multiple locations throughout department offices.

The types of papers included in the program are listed below:

YES		NO
Office stationery	Computer paper	Carbon paper
Copier paper	Newspaper/Magazines	Food contaminated paper (i.e. candy wrapper, pizza box, napkins or tissues)
Note paper	Corrugated cardboard	Address labels
Calculator paper	Blueprints	Rubber bands or paper clips
Calendar sheets	Construction paper	Glass, Metal & Plastic bottles
Envelopes		Manila envelopes/folders
Maps		
Colored Paper		
Index Cards		

(2) WRAP pails located inside each office, by desks and/or workstations or in hallways are to be used for the storage of paper recyclables. These pails are emptied on a weekly basis. Since the office paper is not subjected to further processing, it is essential that all participating employees practice careful separation to avoid contamination and therefore difficulty in marketing the final product. All questions or problems should be directed to the Department of Environmental Control (224-5640).

SUBJECT: PHOTO REQUESTS AND CITATION/PROCLAMATION REQUESTS

1. PURPOSE: To provide an orderly procedure for requesting photo coverage and Citations/Proclamations for special events from the Office of Public Information

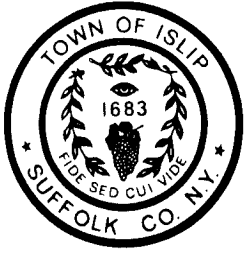
2. PROCEDURE. All requests for photo coverage and proclamations/citations should be submitted to the Office of Public Information at least ten (10) business days prior to the event.

A. The photo request form should be used when requesting coverage for an event (See Form 115 A).

B. The Citation/Proclamation form should be submitted when requesting a citation or proclamation for a special event (See Form 115 B).

C. After-Hours Photo Requests:

- a. Due to overtime cost concerns, elected officials should attempt to minimize photo requests for after-hours events.
- b. If a staff member for an elected official, or a department head, wishes to take a photo after hours, they may borrow a camera from the public information office, which will have 2 cameras available.
- c. All other after-hours photo requests will be accommodated based on availability of staff members.



TOWN OF ISLIP

OFFICE OF PUBLIC INFORMATION

REQUEST FOR CITATION - PROCLAMATION - CERTIFICATE OF RECOGNITION

Please submit request at least ten business days prior to presentation.

REQUESTED BY: _____ TELEPHONE #: _____

REQUEST FOR:

*Citation _____ *Proclamation _____ Certificate of Recognition _____

Scouts: Eagle _____ Gold _____ Silver _____

Troop # _____

HONOREE(s): _____

DATE OF PRESENTATION: _____ TIME: _____

PLACE: _____

DELIVER TO: _____

OCCASION: Retirement _____ Anniversary _____ Birthday _____

Installation of Officers _____ Outstanding Achievement

Other _____

ADDITIONAL INFORMATION: -- _____

** Please supply sufficient information to insert into citation or proclamation.*

Will a Photo be requested: Yes _____ No _____

Please complete photo request and submit both forms together.



TOWN OF ISLIP

Public Information Office

PHOTO REQUEST SHEET

*Please submit request at least 5 days prior to event

From:

Date:

Event Date:

Time:

Event Description:

Location:

Will someone from your office be available to take this photo?

Yes _____, please contact Public Information to borrow a camera

No _____, every effort will be made to assign another staff member

SECTION 200 CONTENTS

200. PROCUREMENT AND ACCOUNTABILITY PROCEDURES

201. Contracting and Purchasing

202. Revenue Deposits and Withdrawals

203. Blanket Purchase Orders

204. Contract Authorization and Monitoring

205. Fixed Asset Recording and Monitoring

SUBJECT: CONTRACTING AND PURCHASING

1. PURPOSE. To standardize contracting and purchasing procedures to be followed by all personnel and all Departments in the Town of Islip.

2. BACKGROUND. General Municipal Law mandates that all purchase contracts involving a yearly expenditure of more than \$20,000 and all contracts for public work involving an expenditure of more than \$35,000 be awarded to the lowest responsible bidder furnishing security, when required, after advertisements for sealed bids. In addition to the requirements of General Municipal Law, all Department Heads as well as the Purchasing Director, are responsible for ensuring that all purchases are in compliance with the procurement procedures as set forth in the resolution adopted by the Town Board at the annual organizational meeting. A copy of this resolution is on file in the Town Clerk's Office.

Purchase contracts are those solely concerned with the purchase of materials, commodities and equipment; public works contracts involve labor and may also include materials, commodities and equipment. The public bidding statute requires competitive bidding where it reasonably can be expected that aggregate purchases of the item of supply or equipment will exceed \$20,000 in an operating year for purchase contracts and \$35,000 for public works contracts. The splitting of purchases to evade the bidding requirements of the law is strictly prohibited.

In any case where a responsible bidder's gross price is reducible by an allowance for the value of used machinery, equipment, apparatus or tools to be traded in by the Town of Islip, the gross price will be reduced by the amount of such allowance for the purpose of determining the low bid.

Town Law decrees that the Director of Purchasing will make all purchases and all contracts for supplies, materials and equipment of every nature for the Town and for any Department, Board or Agency for which the Town is liable. Before making any purchase, the Director of Purchasing must comply with such rules and regulations as may be established by resolution of the Town Board and General Municipal Law.

The following items are either not subject to or are exceptions to the General Municipal Law § 103 competitive bidding requirements:

- a. Purchase contracts under \$20,000 and public works contracts under \$35,000;
- b. Purchases under State contracts pursuant to §104 of the General Municipal Law;
- c. Purchases under County contracts pursuant to §103(3) of the General Municipal Law;
- d. Emergency purchases pursuant to §103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. The Department Head will make a full report of the emergency justifying the exemption from competitive bidding;
- e. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures;

- f. Sole source procurement. Purchase in which only one vendor can supply the commodity, technology and/or perform the services required and there is no substantial equivalent. The Department Head must document the unique nature, unsuccessful steps taken to identify other potential providers and basis upon which the cost was determined to be reasonable;
- g. Purchases of insurance policies;
- h. Certain Municipal Hospital or Nutrition Program Purchases pursuant to §103(8) of the General Municipal Law;
- i. Purchases of surplus and second-hand goods from the Federal Government, the State of New York or from any other political subdivision, district or public benefit corporation pursuant to § 103(6) of the General Municipal Law;
- j. Goods purchased from agencies for the blind or severely handicapped pursuant to §175-b of the State Finance Law;
- k. Goods purchased from correctional institutions pursuant to §186 of the Correction Law; or
- l. Cooperative or Piggyback Contracts. General Municipal Law §103(16) and other state laws allow for the procurement of certain goods (including apparatus, materials, equipment and supplies) and services through contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein, if such contract was let in a manner consistent with competitive bidding, and has been made available for use by other governmental entities.

Town of Islip Purchasing Thresholds:

Purchasing of Commodities

\$.01 - \$999.99: Only Purchase Order required.

\$1,000.00 - \$19,999.99: Documented written quotes from at least three (3) separate vendors (if available).

\$20,000.00 and up: Advertised, formal, sealed bids in conformance with all requirements of General Municipal Law Section 103 for contracts, letting and blanket orders.

Purchasing of Public Works Projects

\$.01-\$999.99: Only Purchase Order required.

\$1,000.00 - \$34,999.99: Documented written quotes from at least three (3) separate vendors (if available) and written prevailing wage certification as required under Articles 8 and 9 of the Labor Law.

\$35,000.00 and up: Advertised, formal, sealed bids in conformance with all requirements of General Municipal Law Section 103 for contracts, letting and blanket orders.

3. PURCHASE ORDER. When a Department Head requires the purchase of materials, commodities or equipment, he/she will prepare a Town of Islip electronic purchase order via the KVS software currently being used by the Town of Islip.

The Department Head, or his/her officially authorized representative, will enter the Electronic Purchase Order (hereinafter "E-PO"), including a detailed itemization of his/her needs, vendor's name and prices, and the account number(s) to be charged, attach any documentation that may be required (such as quotes, sole source letters, etc.) and save the document. Once the E-PO has been saved by the E-PO initiator, an email will automatically be sent to the Department Head to review the E-PO. Once approved by the Department Head, an email will be sent to the Purchasing Department notifying them that an E-PO is pending for approval. The Purchasing Department will review all E-PO's. In the event that additional data is needed to complete the E-PO, the Purchasing Department will contact the E-PO initiator to request the requisite information needed to approve the E-PO. Once the E-PO is approved by the Purchasing Department, an email will be sent to the E-PO initiator notifying him/her that E-PO has been approved. The Purchasing Department will send the E-PO to the vendor and keep a hard copy for their files.

Funds will be encumbered when the PO is entered, but the funds will only be released when the Purchasing Department approves the E-PO.

When a vendor submits his/her invoice and copy of Purchase Order for payment, signed and dated in the Claimant's Certification section of the Purchase Order, the Department Head will sign and date the Department approval section of the Purchase Order if the materials or services were received as indicated. The Department Head will forward Purchase Order and Invoice to the Comptroller for payment.

4. PURCHASE CONTRACTS. When a Department Head requires the purchase of materials, commodities or equipment in excess of \$20,000. The Director of Purchasing will:

- Prepare specifications, in conjunction with the Department Head and the Town Attorney's Office.
- Advertise for bids in the Town's officially designated newspaper and any other newspaper as may be designed by the Town Board. The newspaper notice will appear at least five days prior to the last day set for the receipt of bids, and will include a general description of the articles or classes or articles to be purchased will state where bid blanks and specifications may be secured, and the time when and the place where all bids will be publicly opened and read.
- Open the bids. The Sealed bids will be submitted to the office of the Director of Purchasing. The bids will be publicly opened by the Director of Purchasing at the set time and place specified in the advertisement for bids. He/She will compile a tabulation of all bids received, and this tabulation will be made available for public inspection.
- Forward three copies of each bid recommendation, signed by the Director of Purchasing and the Commissioner or Department Head involved to the Deputy Supervisor twelve days prior to the scheduled Town Board meeting. The Deputy Supervisor will distribute copies of the bid recommendation to all Town Board members and the Town Attorney for review.
- The bids will then be voted upon by the Town Board at the next scheduled meeting, and the Town Clerk will notify the Director of Purchasing when the bids have been awarded. The Purchasing Director will send a letter, with a copy of the Town Board Resolution, to the successful bidder and to the Commissioner, notifying them of the award of the contract.
- Issue Purchase Order, upon notification of award, and instruct the vendor when and where to deliver the materials, commodities or equipment purchased. Upon receipt of the items purchased, the Department Head, as the approving official, will sign the Department Approval section of the vendor's Purchase Order, and forward the Purchase Order and the vendor's invoice to the Comptroller for payment.

5. CONTRACTS FOR PUBLIC WORK. When a contract for public works that will cost more than \$35,000 is needed, the Director of Purchasing will act as the contract administrator, and coordinate all steps in the contracting procedure with the engineers, the Town Attorney, the Town Clerk, the Department Head and the Town Board. All such contracts will be prepared by the Town Attorney's office based upon the information provided by the Director of Purchasing.

The Director of Purchasing will advertise for bids in the officially designated newspaper, as described in the previous section on Purchase Contracts, with the exception that the newspaper notice will appear at least two weeks prior to the last day set for the receipt of bids. The sealed bids will be publicly opened by the Director of Purchasing, as previously described. The respective Department Heads, or their duly authorized representatives, will be present at the bid opening.

The Director of Purchasing and an employee designated by him/her will both sign the tabulation of bids opened, which will become a permanent part of the contract record retained by the Town Clerk. After careful analysis of all bids received, the Town Engineer or Department Head will recommend the letting of the contract for public work to the lowest responsible bidder. The Director of Purchasing will follow the procedures outlined above in Section 4, paragraphs d and e. If the contract is awarded as recommended, the Director of Purchasing will coordinate the final steps for signing of the contract by the Supervisor, for inclusion of insurance papers, etc., and see that copies of the contract are distributed to all concerned parties--the Town Clerk as official custodian of the records, the Town Attorney, the Department Head, the vendor and the Purchasing Department.

The Town Comptroller will audit all Purchase Orders and make payment to the vendor in the same manner as described in Section 3, above.

6. OPEN MARKET PURCHASES. All purchases of supplies and contractual services of an amount less than \$20,000 may be made in the open market without advertisement and without formal contracting procedures.

When a Department Head decides to request the purchase of an item not under contract, and when he/she is reasonably certain that no additional purchases of this item will be made to increase expenditures for such item to more than \$20,000 in any one operating year, he/she will first authorize the preparation of, and then sign, a Town of Islip Purchase Order.

The Director of Purchasing will verify that the Town has not entered into any contractual agreement that could supply the needed item. Once these contingencies have been met, the Department Head will request, wherever possible, at least three competitive bids on open market purchases. He/She may solicit bids by direct mail requests to prospective vendors, or by telephone/email. He/She will make awards to the lowest responsible bidder in accordance with the guidelines set forth previously. Upon receipt of the purchased item, the Department Head will sign the Purchase Order, and the Comptroller will audit the claim as previously described in Section 3, above.

7. CONTRACTS FOR PUBLIC WORK UNDER \$35,000. Contracts for public work under \$35,000 may be made, after encumbering funds as described in Section 6, above, without advertising and without observing formal contracting procedures. All other requirements listed in the section on Public Works Contracts will apply, as well as the requirement for three competitive bids described in the section on Open Market Purchases.

8. PURCHASES UNDER \$100. Purchase Orders must be used on purchases under \$100. Claim Vouchers will no longer be utilized. Purchase Orders must be issued for all purchases.

9. ALL PURCHASES AND DISBURSEMENTS. Department Heads are responsible for ensuring that direct purchases are made from vendors who have contracts with the Town, when supplies are available from those vendors. They will also ensure that funds are available to cover such purchases, and that an internal financial system is developed to account for all direct purchases.

The purchaser will enter a Purchase Order, make the purchase, and secure an itemized invoice from the vendor. All vendors must provide billing addresses, phone numbers and a W-9. The vendor will print or type his/her name and address on the Purchase Order, itemize the purchase thereon, and complete the Claimant's Certification portion of the Purchase Order. In the absence of original invoice and Purchase Order, the department is required to confirm that the Purchase Order/invoice was never paid.

The Department Head will indicate his/her approval of the purchases and receipt of the items purchased by signing the Department Approval section of the Purchase Order, which he/she will forward to the Comptroller for processing. The Department Head or authorized designee will indicate his/her approval upon verification that services were rendered in accordance with the contract provisions.

10. IMPROPER PROCEDURES. The approval of the Director of Purchasing will be required on all Requisitions. To obtain such approval, proper purchasing procedures must be followed. Any claims not meeting these standards will be returned to the Department involved for the necessary information.

11. PETTY CASH. The Town Board authorizes the Comptroller to create Petty Cash funds for expenditures under \$100, which may be used for Town benefit in instances such as acquisition of materials, supplies or services when payment is required by the vendor at the time of purchase.

This account will enable Departments to pay promptly all expenditures under \$100 by issuance of a Departmental Petty Cash drawn on the Departmental Petty Cash Account. All expenditures will be supported by documentation including the regular Town Petty Cash Voucher form.

Periodically, the Department will process a regular Claim form through the Comptroller's Office for reimbursement of the Petty Cash Account. Such Claim form will have attached all supporting documentation that supported the original Petty Cash Check. It is suggested that a certain minimum balance be set as to when the fund should be reimbursed, allowing five days for the reimbursed check to be processed through the Comptroller's Office.

Petty cash records will be subject to audit by the Comptroller's Office.

As the Town of Islip is not subject to the New York State sales tax, it is necessary to present to vendors, at the time of purchase, a form letter with the Exemption Certificate number. **SALES TAX CHARGES WILL NOT BE REIMBURSED ON PETTY CASH EXPENDITURES.**

12. TOWN PERSONNEL. In accordance with the requirements of NYS GML § 104-b(2)(f), the following individuals are responsible for the purchase of goods and services:

- Michael Rand, Purchasing Director, or his successor;
- Barbara Maltese, Principal Office Assistant, or her successor.
- Nelly Smith, Senior Office Assistant, or her successor.

SUBJECT: REVENUE DEPOSITS

1. PURPOSE. To establish uniform procedures for the deposit of Town of Islip revenues.
2. ISSUANCE OF RECEIPTS. All Departments, Boards, Agencies, etc., of the Town of Islip, that collect revenue, shall issue receipts to the payers for all monies collected. Before issuing a receipt, employees must count the cash received in front of the person(s) making payment and/or when a check is received, verify that the check amount and the written amount agree. All such receipts shall be pre-numbered and will include the location, customer name, date, dollar amount collected (written in numbers and words) and a description of the transaction (i.e. permit fee, park usage, etc.). All receipts must be signed off by the employee who issued the receipt. The receipts shall be prepared in at least duplicate, the original to the payer, and a duplicate copy to be retained by the issuing office in numerical order for audit purposes.
3. BANK DEPOSITS. Revenue collected by the various Departments, Boards, Agencies etc., shall submit revenues, as received, directly to the Town Comptroller for deposit into the proper revenue account. Accompanying the revenues will be a summary report indicating the total amount of the deposit, total deposit by type (cash, credit, check) as well as the appropriate revenue code(s). This report must be signed by the employee who prepared the deposit. All such monies collected shall be submitted to the Comptroller's Office as soon after receipt as possible, generally the same day in a sealed envelope placed inside a locked bank bag. The bank bag will be picked up by a courier, except those departments located in the same building as the Comptroller's Office. If there is no pickup for the courier, the Comptroller's Office must be notified by 8:30 A.M. so the courier can be notified.

For those departments that make their own deposits, the general procedures are the same. However, instead of forwarding the receipts to the Comptroller's Office, a copy of the deposit slip along with the summary report should be submitted instead. For all monies collected but not remitted to the Comptroller's Office or deposited into a Town authorized bank, must be kept in a locked safe, drawer or other secure location.

4. REPORTS. Department Heads shall designate an employee in the administrative office who shall prepare a monthly transmittal report to the Town Comptroller, with a copy of the report for the Deputy Supervisor, on which shall be recorded an itemized listing of the monies received during the previous month. The report, which shall be signed by the Department Head, shall be forwarded to the Comptroller within ten (10) days from the end of the previous month.
5. RETURNED CHECKS. If a bank returns a check, that had been accepted by a Town Department in payment for a permit, license, fee, certificate, etc., the banks have been instructed to re-deposit the checks.

If the bank returns the check in question a second time, the Comptroller's Office will record an entry and reduce the appropriate revenue account. The Department Head shall contact the check writer by telephone, mail, or in person and advise him that the license, permit, etc., shall be voided unless the sum due to the Town of Islip is remitted by cash, certified check, or money order within ten (10) days.

If the Department Head decides that further action may be required to collect monies due, he/she shall forward all relevant information to the Town Attorney's Office. Documentation of returned checks, and remittances received to cover such checks shall be included in the monthly reports to the Town Comptroller, as described in Section 4 of this section.

6. ACCOUNT RECONCILIATION. All Departments that deposit their own receipts must reconcile the account within twenty (20) calendar days after the end of the prior month. The completed reconciliation will be signed by the preparer and approved by the Department Head. One copy of the approved reconciliation will be forwarded to the Comptroller.

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SUBJECT: BLANKET PURCHASE ORDERS

1. PURPOSE. To standardize the issuance, use and control of Blanket Purchase Orders by all Town of Islip Departments.

2. BACKGROUND. The New York State Comptroller has authorized the use of Blanket Purchase Orders, which may be issued to various vendors for purchase of those items considered to be of an immediate need or for purposes of consolidation of purchasing.

Blanket Purchase Orders may be used to:

- a. Eliminate the necessity for the issue of separate orders for groups of items which are purchased frequently from the same vendor. An example of this would be automotive supplies (spark plugs, battery cables, points, etc.) used in a central garage.
- b. Allow a Department to purchase items of this nature on an "as needed" basis when there is no provision to maintain an inventory.

3. REQUEST FOR BLANKET ORDER. When a Department requests a Blanket Purchase Order, the Department Head will have such request prepared on a Town of Islip Requisition, listing the Department, name and address of vendor, a statement in the Itemization section of the total dollar amount of the Blanket Order for the fiscal year, based on information available in the records covering previous fiscal years' expenditures for such items, and how much is projected to be spent during each vendor's billing cycle (usually a month), and the appropriation account number.

The Department Head will certify that the total purchases will not exceed \$5,000 for the fiscal year or will be purchased under an existing contract, and will sign the Requisition in the space provided there for, attesting to the fact that there are sufficient unencumbered funds available in the appropriation account. The request will be forwarded to the Director of Purchasing for processing.

4. PURCHASES BY BLANKET ORDER: Only those employees designated by Department Heads and so listed in writing to the Purchasing Department may make purchases under a Blanket Order, and they will ensure that the vendor's invoice is marked with the Blanket Purchase Order number and the location where the items are to be used, such as the Bohemia Recreation Center or Central Garage Stockroom.

Departments will keep records of the purchases made to ensure that they do not exceed the amount allowed by the Blanket Purchase Order. When supplies are delivered or picked up, documents transmitted by the vendor--invoices, receipts, delivery or packing slips, etc.--will be signed by the individual receiving the supplies. The Blanket Purchase Order number and location of receipt will be placed on the documents which will be attached to the receiving copy of the Purchase Order If the amount allowed on the Blanket Purchase Order is reached prior to this time, the Department Head will so inform the Director of Purchasing for authority to amend the Blanket Purchase Order by issuing an Adjustment to Encumber form.

5. BILLING CYCLE PAYMENTS.

- a. VENDOR. At the close of each billing cycle, the vendor will complete the Claimant's Certification portion of the Town of Islip Claim Voucher, and state in the Itemization portion a list of products/services provided. Attached to the Claim Voucher will be a statement listing invoice number, dates and prices of each Claim Voucher. The vendor will forward this package to the Department Head.

The vendor will prepare a separate statement, and attach the related original invoices thereto, for each Blanket Order against which he/she has sold items.

- b. DEPARTMENT HEAD. Upon receipt of the Claim voucher covering a Blanket Purchase Order, the Department Head will sign in the Department Approval section of the Claim voucher if all the supplies and material were received as billed and the charges are correct. The Department Head will forward the Claim Voucher and attached statement and original invoices to the Town Comptroller for audit and payment.

SUBJECT: CONTRACT AUTHORIZATION AND MONITORING

1. PURPOSE. To establish standardized procedures for processing, monitoring and evaluating contracts entered into by the Town of Islip.

2. POLICY. It shall be the policy of the Town of Islip to employ the simplest, most direct, and most effective method of seeking authorization for the Supervisor to enter into all contracts. The Supervisor must be assured that any contracts so authorized shall be responsibly monitored as to the effectiveness of the contractor, adherence to schedule, and performance of the work required.

3. Procedure

A. Commissioner/Department Head shall:

1. Prepare and sign Form T-204, Request for Contract Authorization, copy of which is attached to this section. The requesting official shall assign a responsible employee who will perform the duties of contract Monitor, and such employee shall sign Form T-204 in the space provided;

2. Place Form T-204 as cover for the contract for which authorization is requested. No contract will be signed unless accompanied by Form T-204;

B. Town Attorney's Office will:

1. Prepare four (4) copies of the contract, in conformity with the Administrative Procedures Manual Section 201, Contracting and Purchasing, as applicable. The contractor shall sign each copy of the contract, subject to final approval and signature by the Supervisor.

2. Town Attorney shall initial and forward contracts and Form T-204 to the Supervisor for signature. Signed copies shall be returned to the Town Attorney for distribution to the contractor, to the originating department, the Town Attorney's Office and to the Town Clerk.

4. Town Employees. Full-time and Part-time employees may not enter into personal service contracts with the Town.

**TOWN OF ISLIP
REQUEST FOR CONTRACT AUTHORIZATION**

TOWN 204 A

INSTRUCTION: This form shall accompany every contract submitted for the Supervisor's signature.

OBJECTIVE OF CONTRACT:

SUMMARY OF AGREEMENT:

Name of Contractor:			Contract Amount:
Funding Amount	Budget: \$	Grant: \$0.	Revenue (fees, etc.) \$
Appropriation Account No:		Source of Grant Funding:	
CONTRACT MONITOR			
Contract Effective Date:		Scheduled Termination Date:	
Name of Contract Monitor:		Title: Director	

The undersigned Contract Monitor understands that he/she is responsible to review effectiveness of contractor, adherence to schedule, and performance of the work required. The Contractor Monitor also understands that contractor's inability to fulfill the requirements of the contract must be reported to the Commissioner of the department responsible for this contract.

Signature of Contract Monitor:	Date:
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The undersigned Commissioner/Department Head certifies that the contract is designed to accomplish the objective of the department, that funds are available and indicated on this form, and that the contractor has the ability to fulfill the terms of this contract.

Signature of Commissioner/Dept. Head:	Date:
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T-204 April 1980

SUBJECT: FIXED ASSET RECORDING AND MONITORING

1. PURPOSE: To introduce fixed asset accounting concepts and to provide an understanding of the policies and procedures used by the Town in controlling its capital assets, including additions, changes, and dispositions.
2. BACKGROUND: GASB Statement 34 requires capital assets, including infrastructure to be reported at historical cost, net of depreciation. Infrastructure assets are long-lived capital assets that normally are stationary in nature and [normally] can be preserved for a significantly greater number of years than most capital assets. Capital assets should be depreciated over their estimated useful lives unless they are inexhaustible (land).
3. POLICY: All fixed assets are to be recorded at historical cost at the date of the acquisition. Historical cost not only includes the purchase price or cost of construction, but also any other charges incurred to place the asset in service. Examples of capitalized costs include closing costs, surveying fees, land-preparation costs, architect and accounting fees, transportation fees etc. [and optionally, interest costs].

Acquisition Threshold and Reporting Requirements

Not all fixed assets are required to be reported on the Town's balance sheet. Specifically fixed assets with extremely short useful lives and of minor value are reported as "expensed" assets in the period they are acquired. Fixed assets that are reported on the balance sheet are "capitalized." The capitalization threshold for the Town of Islip is \$5,000 for all equipment, buildings and building improvements. The threshold should be applied to individual fixed assets rather than to groups of fixed assets (e.g., desks, tables, chairs, etc.) Control of non-capitalized fixed assets can be implemented at the department level and are referred to in this manual as "Trackable" Assets. The threshold for trackable assets at the department level is \$500.

Commissioners will assign and advise the Comptroller's office of the individual or individuals to be designated as Asset Property Custodian(s), who will have the responsibility for the maintenance of the asset property in that department. Departments are responsible for:

1. Maintaining up-to-date records on asset property including the description, user, location and tag number.
2. Attaching identification tags to asset property. Unused identification tags must be returned to the Comptroller's office along with a memo explaining why the tag was not used.
3. Returning the completed Fixed Asset Record Form to the Comptroller's Office.
4. Notifying the Comptroller's office in the event asset property is added, transferred, moved or sold.
5. Notifying the Comptroller's office when surplus asset property is identified for disposal.
6. Supplying the Comptroller's office with appropriate police reports, if property assets have been stolen.

The Comptroller's office will be responsible for:

1. Maintaining the centralized database records regarding identified asset property, which the Town has in its possession.
2. Attaching identification tags to asset property. Unused identification tags must be returned to the Comptroller's office along with a memo explaining why the tag was not used.
2. Identifying all requisitions, including change orders, for asset property under the scope of this procedure and for input of the asset information into the centralized database.
3. Tracking and controlling asset property and assigning identification tags for covered items.
4. Scheduling and providing assistance in periodic departmental audits.
5. Ensuring that the policy, procedures, guidelines, and regulations governing equipment under inventory control management is followed.
6. Arranging for periodic audits of the using departments for asset property under their control.
7. Updating records relative to the transfer and disposition of asset property.
8. Providing property management reports of all asset property exceeding \$500 to department heads, Comptroller and the Town Board.
9. Providing any discrepancies in departmental asset property records to the Town Board.
10. Providing an annual report of all assets and property exceeding \$5,000 in purchase cost for the auditors.

Transfer of an Asset

When an asset is transferred from one department to another, the original department is responsible for notifying the Comptroller's office of the transfer. All Transfers must include both sending and receiving Department Commissioner approval. Assets will keep the original tag, custodial responsibility will be updated on the Asset Record.

Retirement of an Asset

Asset property under this procedure that has been identified for disposal by the using department and confirmed by the Comptroller's office will be disposed of according to procedure allowed under New York State law. NO PROPERTY SHALL BE DISPOSED OF WITHOUT THE KNOWLEDGE AND WRITTEN APPROVAL OF THE SUPERVISOR. Property to be disposed of may be offered for trade-in on new purchases, destroyed and disposed of, sold by sealed bid or auctioned. No property with intrinsic value may be sold or given to any person or organization without specific approval of the Town Board. Property may be transferred between departments by mutual department head agreement and/or by Town Board resolution. Each department will be responsible for the movement and the disposition of asset property in its custodial care. The custodial department will incur all costs associated with asset property disposal.

Departmental Commissioners are responsible for notifying the Comptroller's office of the retirement of an asset. Notification will include all necessary information to properly identify the asset, including stolen (police report), destroyed (department head approval), lost (written explanation), trade-in.

Inventory Frequency:

A physical inventory of all capital assets will be conducted at least annually. In addition, random spot checks will be made by the Comptroller's office. The physical inventory counts/observation will be completed by December 31 each year. Upon completion of the inventory, the reports will be sent back to the Comptroller's office. Any Capital Assets found at the location without a Fixed Asset tag will be recorded as a new asset. If research determines the asset was formally acquired and is properly in the custody of the Town of Islip, but has not been recorded, the asset will be entered into the accounting system as an "addition". If research determines that the asset was previously entered, and the tag has been removed, a new bar coded tag will be affixed to the asset and the system subsequently changed to reflect the new bar coded tag number.

SECTION 300 CONTENTS

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SUBJECT: EMPLOYEE LEAVE

1. PURPOSE. To describe paid and unpaid leave benefits of regular full-time employees of the Town of Islip.

2. RESPONSIBILITIES.

a. EMPLOYEES. All elected officials, appointees and employees shall abide by Civil Service Commission rules and regulations and the labor contracts agreed upon by the Supervisor of the Town of Islip and the authorized representatives of the recognized exclusive bargaining agent.

An employee's failure to notify his or her supervisor – either in person, in writing or by telephone – of any unscheduled or unauthorized absence will be considered absent without leave.

b. SUPERVISORS. Supervisory personnel of all Town Departments shall be responsible for the proper and judicious administration of requests for paid and unpaid leave, according to the needs of the respective Departments.

3. VACATION LEAVE. Regular full-time employees who have completed their probationary period shall receive the following vacation leave accrued and earned at six-month intervals computed from the hiring date of each employee, Full-time employees move from one vacation benefit level to the next on the anniversary of each employee's hire date as follows:

1 year of service - 10 days
2 years of service - 18 days
3 years of service - 20 days
4 years of service - 22 days
5 years of service - 25 days

Vacation schedules shall be based on a calendar year and finalized by each Department Head by February 1st of any given year, according to the operational needs and requirements of each Department. Regular full-time employees may express their preference for vacation selection by seniority to the operational needs and skill level required. Vacation schedules may be changed only upon an agreement between the Town and the Union, subject to operational needs and such schedules will be equalized for all employees selecting vacations be set up between January and December. Employee requests for vacation leave shall be submitted through the Department chain of command. The Department Head shall forward two copies of each vacation list to the Director of Labor Relations, who will submit one copy of each list to the Union involved, at least one week prior to posting the lists on the various Department bulletin boards.

* Requests for single day vacation leave use must be requested at the beginning of the annual expression of vacation preference and will be removed from the annual vacation list.

Paid single day vacation use shall be submitted at least three days in advance by the employee to his/her supervisor for authorization subject to the daily personal leave and single day vacation quota and operational needs. Single day vacation requests with less than three days notice will be considered emergency requests and are granted at the sole and absolute discretion of supervision subject to the submission of medical or other documentation to substantiate the emergency request. Failure to submit this documentation will result in the loss of pay and potential disciplinary action up to and including dismissal.

Earned paid vacation may be carried over from one vacation year to another up to a maximum of 20 days. Earned vacation leave must be utilized by the conclusion of the next calendar. Under special and unusual circumstances regular full-time employees may carry over earned vacation leave in excess of the 15 day limit provided the Commissioner justifies and authorized such carry-over.

Commissioners may determine to schedule a seasonal vacation for all department employees subject to notification and discussion with the union.

4. SICK LEAVE. Regular full-time employees accrue and earn 13 days of sick leave with pay annually. Sick leave accrues at the rate of one day per month for the first 11 months and two days for the twelfth month up to a maximum of 250 days.

In order to receive sick leave, an employee must notify his/her immediate supervisor or Department Head at least one hour prior to his/her working day. In those instances when the employee cannot reach his/her immediate supervisor or Department Head, he shall telephone his/her request for sick leave to Public Safety who will relay the message to the proper Department. If the employee fails to comply with this procedure, he will not be paid for such lost time. Failure to do so will be considered a late sick call which may result in the loss of pay and potential discipline. Paid and unpaid sick leave may only be used for the incapacitation of a full-time employee who is incapable of performing the full duties of their position. Sick leave is not to be used for any purpose other than the employees own non-service connected illness or injury, well-care appointments, medical check-ups, eye examinations, dental appointments, or to attend to the illness of an immediate family member (spouse, child or parent).

The Town of Islip always encourages its employees to medically document each sick leave absence. However, when an employee has been absent on sick leave for three consecutive days, he/she will be requested to furnish a doctor's certificate attesting to the nature of his/her illness and certifying that he/she is unable to perform his/her full job duties. Employees who are absent immediately before and after a holiday may also be required to submit medical documentation and/or other documentation to substantiate his/her absence in order to receive holiday pay. Furthermore, under the Town of Islip's monitoring system, those employees who are placed on the sick leave control list will be responsible to medically document each sick leave absence while they remain on the list.

A regular full-time employee who is on a paid or unpaid sick leave absence for one consecutive year due to a non-service connected injury or illness will be subject to termination under Section 73 of the Civil Service law and Town policy.

5. SICK LEAVE AT HALF PAY. Department Heads may request the Personnel Officer to grant sick leave at half pay for employees who have exhausted their earned paid sick leave vacation and personal leave time but are still too ill to return to work, according to the following criteria:

- a. Employees with less than three years of service who have an accumulated a balance of ten sick days to their credit, shall be entitled to up to three months at half pay after sick leave has been exhausted.
- b. Employees with three (3) or more years of service, who have accumulated balance of 20 sick days to their credit, shall be entitled to up to four months at half pay after sick leave has been exhausted. If such employees return to work and suffer an illness prior to accruing an additional ten days of sick leave, they may request half-pay sick leave time. The request shall be submitted for approval by the Department Head, the Director of Labor Relations, and the Union.
- c. Employees receiving sick leave at half pay will not earn or accumulate sick or vacation leave credits while they are in a sick leave at half pay status.

6. HOLIDAY LEAVE. Employees shall be granted holiday leave with pay for the following days:

New Year's Day
Martin Luther King Jr. Day
Washington's Birthday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Election Day
Veterans Day
Thanksgiving & the Friday after
Christmas Eve
Christmas Day
New Year's Eve (1/2 Day)

All new regular full-time blue collar employees will receive holiday leave with pay after 30 work days of service. A holiday is the day observed by law as the holiday so that holidays which fall on Sunday are observed on Monday, and those falling on Saturday are observed on the preceding Friday.

Holiday pay shall be paid at straight time at the regular full-time employee's regular rate. If an employee is required to work on the holiday, he/she shall be paid for the holiday plus a premium pay of double time, and shall not be entitled to further compensation.

Unexcused absence from work the day prior to or following a holiday may be grounds for forfeiture of Holiday pay (see sick leave).

7. LEAVE OF ABSENCE. A leave of absence without pay (LWOP) is not encouraged, but may be granted if authorized in advance by the Department Head for a specific period of time but not to exceed one year. Written request for LWOP shall be submitted, through channels, to the Department Head, who shall forward the request to the Personnel Officer with his/her recommendations, within 15 days of receipt. A leave of absence without pay will not be granted if an employee has available earned paid leave time.

Regular full-time employees who are in "leave of absence" status will not earn or accumulate sick or vacation leave credits while in said "leave of absence" status.

The policy of the Town of Islip is to deny any request for a leave of absence to accept outside employment other than the Town of Islip, to pursue an academic degree, etc. or any other pursuit that adversely impacts the operational needs of the Town or is not covered under the FMLA.

8. TERMINAL LEAVE. A regular full-time employee upon voluntary resignation, retirement or no-fault termination of employment other than disciplinary, or pending disciplinary action, an employee will receive up to a maximum of 150 days of earned paid sick leave. In addition they will be entitled to any earned paid vacation leave. Terminal paid leave benefits will be paid by the Town of Islip generally with the last paycheck or to the estate upon death of employee.

9. MILITARY LEAVE. An employee shall be granted military leave without pay upon presentation of his/her military orders. Upon entering military service, the employee shall receive payment for his or her accrued vacation and sick leave payable with the last paycheck prior to entering military service.

Upon return from military service with an honorable discharge, the employee shall be credited with 13 days sick leave, and shall begin to earn vacation credit based upon his or her length of service with Town. Time served in the military shall be considered as continuous service with the Town of Islip, provided that the employee returns to the Town employ within the time prescribed by the law (Military Law of the State of New York, Section 243.2a.).

10. MATERNITY LEAVE. Maternity leave of absence with and without pay shall be granted to a pregnant employee for a period up to 12 months. The employee must apply in writing along with appropriate medical documentation for such leave at least 60 days prior to the commencement of the leave and indicate the expected date she will return to work.

During any portion of unpaid leave, no vacation or sick benefits will be earned. However, before going into an unpaid leave an employee must utilize paid sick leave to the extent she is disabled and available paid vacation and personal leave for the child care portion of the leave before going into an unpaid leave. The employee, however, may apply and be paid for her prior accumulated sick and/or vacation leave. Maternity leave will automatically be considered a qualifying Family Medical Leave event.

11. PERSONAL LEAVE. Regular full-time employee=s shall be entitled to four (4) personal leave days to be used at the employees' discretion, subject to notice at least three workdays prior to the leave, department or unit daily single day vacation and personal quota and approval from supervision. Paid personal leave requests with less than three (3) days' notice are considered emergencies and are granted at the sole and absolute discretion of supervision subject to the submission of medical or other documentation to substantiate the emergency request. Failure to submit this documentation will result in the loss of pay and potential disciplinary action up to and including dismissal.

12. AUTHORIZED ABSENCES WITH PAY. A regular full-time employee may be excused, without charge to vacation or sick leave, upon submission of satisfactory evidence, for the following:

A. FUNERAL LEAVE. Employees shall be granted funeral leave with pay, up to but not exceeding five (5) consecutive working days for each death in the immediate family, and one (1) day for death in other than the immediate family. Any additional time required will be deducted from vacation leave.

"Immediate family" means mother, father, son, daughter, brother, sister, wife, husband, mother-in-law, father-in-law, grandmother, grandfather, brother-in-law, sister-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-mother, step-father, step-son, step-daughter, step-brother, step-sister, step-mother-in-law, step-father-in-law, step-grandmother, step-grandfather, step-brother-in-law, step-sister-in-law, step-granddaughter, step-grandson, step-daughter-in-law, and step-son-in-law.

"Other than immediate family" means aunt, uncle, niece, nephew, cousin. Funeral leave that extends into an employee's day(s) off or a holiday shall be subject to review and approval by the Director of Labor Relations. Satisfactory documentation for a funeral leave is a copy of the death certification, and obituary. Employees may be required to authenticate relationship to deceased.

- B. JURY DUTY. Regular full-time employees, upon submission of a notice for jury service or subpoena to appear in Court on behalf of the Town, or at a hearing on a matter involving his/her position or duties with the Town, shall be granted a leave of absence with pay. He/she may retain payment for any travel expenses incurred, but must reimburse the Town allowance payment received for jury duty. Regular full-time employees if released from Court or jury duty during their normal work hours minus travel time must return to work. Failure to do so may result in disciplinary action.
- C. CIVIL SERVICE EXAMINATION. Regular full-time employees shall be granted a leave of absence with pay to take promotional examinations given by the Town of Islip or the Suffolk County Civil Service Commission if the examination occurs during the employee's regular work hours. Employees shall inform their respective Department Heads as soon as possible but no later than two weeks of their intent to take the promotional examination.
- D. WORKER'S COMPENSATION. Regular full-time employees shall be paid for all time spent at authorized Worker's Compensation hearings as a result of injuries sustained as a result of their employment by the Town. A regular full-time employee hired prior to March 15, 1992, who are injured in the course of their employment as determined by Workers Compensation shall receive full salary and continue to accrue sick and vacation time for up to six (6) months.

Effective June 6, 2000, regular full-time employees injured in the course of their employment, as determined by the Workers Compensation Board shall receive their full salary for up to three (3) months of absence due to the injury commencing with the report by the Town's insurance carrier that the injury is a compensable injury. Such employee may remain on full pay for up to an additional three (3) months (a total of six (6) months), if the employee elects to be charged one-quarter of an accrued sick day for each day he/she remains on full pay status. Such employees shall not earn sick days, vacation days, personal leave days or other paid leave days while on Workers Compensation leave.

The employee and his or her immediate Supervisor shall complete an Accident/Incident Report with the supervisors portion filled out within 48 hours and Workers' Compensation Form (C-2), at the time of injury or as soon thereafter as possible. All C-2 reports must be fully completed by the originating department (including telephone number, social security number, age, weekly salary, name and address of insurance carrier), or they will be returned for completion.

The injured employee shall use sick or vacation leave for days not worked until a report is received from the insurance carrier for the Town of Islip. Such report shall be submitted by the insurance carrier as soon as possible but no later than ten days, and the employee's sick or vacation leave shall be restored if the carrier's report determines that the injury is compensable.

Employees receiving Worker's Compensation benefits will continue to receive Town coverage for Health, Life and Dental Insurance, up to one year from the date compensable injury started.

Employees will sign in between 9:00 am and 10:00 am at The Safety Office. Employees with permission to call in, will call the Safety Office, 224-5636, between the hours of 9:00 am and 10:00 am.

Failure to report to the Safety Office while out on Workers Compensation or call in to the Office if authorized will result in the loss of differential pay for that date. If the employee fails to call in on more than two occasions then they forfeit any future differential pay. The Safety Office will record each and every failed report or call-in. In addition, the employee may be subject to disciplinary actions.

A regular full-time or part-time employee who is absent for one cumulative year due to a service connected injury or illness will be subject to termination under Section 71 or Section 72 of the Civil Service, as well as Town policy.

All doctor's notes are to be given to the secretary in the Safety Office - EXCEPT - return to work notes for full duty. These should be brought to the Personnel Office for release. Paychecks are to be picked up at the Safety Office on Friday.

- E. RECURRING MILITARY SERVICE. Town employees will receive full pay for any and all periods of absence while engaged in the performance of ordered military duty, and while going to and returning from such duty, not exceeding a total of 30 days in any one calendar year and not exceeding 30 days in any one continuous period of such absence. (Military Law, Section 242.)

13. CONFLICT OF TERMS. If any provision contained in this section conflicts with any provision in an employee's Collective Bargaining Agreement (CBA), the provision contained in applicable CBA shall govern and control.

SUBJECT: DISCIPLINARY PROCEDURES

1. PURPOSE. To establish uniform procedures for the administration of disciplinary matters pertaining to employees of the Town of Islip.

2. RESPONSIBILITY. All levels of supervision in all Town Departments shall be responsible for initiating, investigating, researching and documenting potential disciplinary action, either formal or informal, when warranted by the actions of employees under their supervision.

3. BACKGROUND.

a. Disciplinary proceedings involving Civil Service employees (competitive, veterans, exempt fireman, non-competitive and part-timers with five or more continuous years of service with the Town) are governed by the provisions of Sections 75 and 76 of the Civil Service Laws of the State of New York. The grounds for disciplinary action are incompetency and misconduct, and a person against whom removal or other disciplinary action is proposed shall have written notice thereof and of the reason there for, be furnished a copy of the charges, and be allowed at least eight days to answer the charges in writing.

b. The hearing upon such charges shall be held by the officer or body having the power to remove the person against whom such charges are preferred, or by a deputy or other person designated by such officer or body in writing for the purpose. Local Laws 3 and 7 through 18 of the Town of Islip for 1974 give the power and authority to the various Department Heads to appoint and remove officers and employees under their jurisdiction in accordance with Civil Service Law and other applicable laws.

c. Investigation: An employee in a permanent Civil Service title who at time of an investigation, interview or questioning appears to be a potential subject of disciplinary action shall have a right to representation by hi/her certified or recognized employee organization and be notified in advance, in writing, of such right.

Following an investigation by departmental supervision and/or management, the completed report regarding a recommendation for a formal disciplinary charge will be submitted to departmental management for review and consultation with the Director of Labor Relations and Personnel.

4. FORMAL PROCEEDINGS. If after a full investigation, a Commissioner or Department Head determines that formal disciplinary action shall be taken, he shall notify the Office of Labor Relations and Personnel, in writing, of his/her intent to discipline an employee. Formal proceedings shall mean Section 75 or 76 of the Civil Services Laws.

a. CHARGES. The Commissioner or Department Head will set a date for a conference with the Director of Labor Relations for the preparation of charges, based upon documented records of incidents. The Department Head shall appoint a Hearing Officer, and may call upon the Director of Labor Relations for his/her assistance in making the decision.

b. HEARING. The Commissioner or Department Head shall advise the Town Attorney of the appointment of the Hearing Officer, and the Town attorney shall forward the charges and specifications to the Hearing Officer and to the charged employee and his/her representative.

c. The charged employee is entitled by law to be represented by counsel or by a representative of a recognized or certified employee organization, and he may call witnesses to testify on his behalf. The Commissioner or Department Head, after consulting with the Director of Labor Relations and Personnel to insure that the required time limits for processing the case are being met, may suspend the employee without pay for a period not to exceed 30 calendar days pending the hearing and determination of the disciplinary charges.

The Hearing Officer will submit his findings to the Commissioner or Department Head for final action.

5. COMMISSIONER/DEPARTMENT HEAD DECISION.

a. ACQUITTAL. If acquitted, the employee shall be restored to his/her position with full pay for the period of the suspension, minus the amount of compensation from any other employment and unemployment insurance benefits he may have received.

b. GUILTY. If guilty, punishment may consist of a reprimand, a fine not to exceed \$100 to be deducted from the employee's wages, suspension without pay for a period not to exceed two months, demotion in grade and title, or dismissal.

A copy of the charges, the employee's written response thereto, the transcript of the hearing, and the determination shall be filed in the Department Head's office. A copy will be sent to the employee, if he so requests.

6. APPEAL. An aggrieved employee may appeal the determination of the Hearing Officer to the Suffolk County Civil Service Commission or to the Courts. An appeal to the Commission must be made within 20 days after service of the written notice of determination. The Civil Service Commission will review the record of the proceedings and a transcript of the hearing and make a determination. The penalty may be affirmed, reversed or modified.

7. DISCIPLINE PROCEEDINGS (other than under Civil Service law). It is in the best interest of the Town management and its employees to resolve disciplinary actions in a fair, uniform and consistent manner. Disciplinary proceedings for labor class and noncompetitive employees with less than five years of continuous service with the Town and have passed probation including those non-represented Career and Salary employees are governed by the provisions of this policy.

a. REPRESENTATION. Any inquiry, investigation, or meeting with an employee by a Commissioner Department Head or their designee(s) which may lead to potential disciplinary action requires that the employee be given the option of Union representation at that meeting.

b. CONFERENCE. When a violation or infraction on the part of an employee is minor in nature and the employee has had a generally good record of conduct and performance, supervision shall confer with the employee, explain the infraction and what is expected, listen to the employee's explanation, retain a record of the meeting, furnish the employee with a copy, advising that a copy of the proceedings will be placed in the employee's personnel file, and forward a copy to the Personnel Officer and the Department Head. It is imperative to note that the action involved was a reinstruction or caution, but was not a formal disciplinary action.

c. STEP 1, 2, and 3 HEARINGS. The level of a disciplinary hearing is directly related to the severity of the infraction or related disciplinary penalty involved.

Step 1-Hearings relate to lesser forms of infractions or offenses warranting some form of mild discipline such as a reprimand, verbal or written.

Step 2-Hearings relate to infractions that result in suspensions or some form of discipline, while severe, does not contemplate discharge.

Step 3-Hearings relate to infractions or offenses which should result in severe discipline such as termination or demotion.

The process of each level of hearing is the same, the severity of the offense is the only factor determining what level hearing is utilized. The Town follows the tenet of a single track progressive and constructive disciplinary action to correct work performance related issues. The penalty for a serious violation, such as, absence without leave, fraud, theft, sleeping on the job, gross insubordination, assault and serious preventable accidents will be based on the severity of the incident and the employee's disciplinary record.

Management officials not covered under Civil Service law will not be covered under this policy.

d. DUE PROCESS. Every employee charged with a disciplinary offense is entitled to certain rights to assure a fair and impartial hearing is granted the employee. They include:

1. The option of representation at any meeting with supervisors which may lead to disciplinary action.
2. Specific charges detailing the date, time, place and nature of the charge.
3. A fair and impartial hearing.
4. Representation throughout the hearing and appeals process.
5. The right to see and hear all evidence and testimony presented in support of the charge.
6. The right to cross examine all witnesses.
7. The right to call witnesses on behalf of the accused.
8. The right to appeal the determination of guilt and/or the assessed discipline.

e. THE HEARING. The Commissioner or Department Head or his/her designated representative should be identified as the "Hearing Officer" and will be responsible to assure all due process rights are fully met.

The Hearing Officer is required to maintain order and adhere to proper procedure.

Town witnesses and evidence should be questioned and evidence introduced prior to the charged employee being required to answer any questions. It is incumbent upon the Town to prove its case against the employee without the employee having to aid in the conviction. Usually the charged employee is the last witness questioned.

f. DETERMINATION OF GUILT/INNOCENCE. At any time during the disciplinary process either before, during or immediately following a hearing an employee may plead guilty to a charge, and if a hearing has not been instituted nor completed, waive a right to the hearing. Under these circumstances, it is imperative that a Union representative be present to preclude any future charge of coercion or intimidation by the employee and it is equally important to have such a waiver witnessed.

If guilt is arrived at as a result of the hearing procedure, the Hearing officer must advise the Commissioner, or Department Head of his/her decision and recommend an appropriate measure of discipline. The Department Head can either accept the recommendation or opt to impose a different measure of discipline more or less severe.

The Commissioner or Department Head must communicate the decision to the employee, the Union and the Director of Personnel and Labor Relations through copies of the notice of discipline to the employee.

In the event a determination of innocence is made, the charges should be withdrawn and all reference to the incident removed from the employee's file.

SUBJECT: MILEAGE ALLOWANCE AND TRAVEL AUTHORIZATION

1. PURPOSE. To record the policy of the Town of Islip regarding:

- A. Mileage allowance for the use of personal vehicles, and
- B. Travel authorization to attend conventions, conferences, etc.

1. MILEAGE ALLOWANCE. Effective July 17, 1980, mileage will be reimbursed in accordance with the rate established by the IRS. Reimbursement shall be granted only when the mileage is incurred in the conduct of official Town business in the normal discharge of duty, and after authorization for the use of a private vehicle has been granted by the Department Head

2. MILEAGE ALLOWANCE CLAIMS. The following claim forms must be completed before reimbursement for mileage incurred in a personal vehicle may be made:

a. Claim Voucher, Comptroller's Form No. 1. Claim Voucher, copy of which is attached to this section, shall be submitted through the normal chain of command to the Department Head at the end of each month, and should include mileage for that one month only. Claims must be submitted within 60 days of date of travel. Toll charges incurred may also be added to the Claim Voucher, provided receipts are attached. Signature of the Department Head in the Department Approval section of the Claim Voucher will indicate official approval of the claim.

b. Statement of Automobile Travel. This statement, copy of which is attached, shall be completed by the driver and attached to the Claim. A separate line shall be used for each trip. All items, date, travel from and to (citing specific street address); time out and in; reason; odometer readings (beginning and end), miles traveled; rate and amount claimed, shall be entered. The form will then be initialed by the employee's immediate Supervisor, who will verify the trips as listed.

After approval of the claim by the Department Head, the Claim Voucher and Statement of Automobile Travel shall be forwarded to the Town Comptroller for audit and payment.

NOTE: The mileage allowance is payable only for those trips for which expenses were actually incurred. If an employee is riding free as a passenger, or is being reimbursed from another source, a claim for the travel should not be submitted.

3. COMPUTATION OF MILEAGE.

a. Employees shall not receive mileage allowance when reporting to their normal place of duty whether it be for a regular shift or for overtime. Reimbursement shall be made for mileage incurred when traveling from their normal place of duty to field assignments.

b. Employees who are instructed to report directly to field assignments, without first reporting to their normal places of duty, shall receive mileage allowance if for the excess of what would have been incurred had they reported to their normal place of duty. Any other mileage incurred during the day shall be based upon actual authorized mileage traveled.

4. CONFERENCES, CONVENTIONS, SCHOOLS. Employees may be selected to attend a convention, conference, or a school if such attendance will contribute to the betterment of the municipal government. Authorization to attend must be, approved by the Supervisor's Office, prior to such attendance. Requests for approval shall be submitted in writing by the Department Head to the Town Supervisor.

If brochures, announcements, or other literature pertaining to conferences, conventions, etc., are available, this material shall be attached to the request. Requests shall be made at least thirty (30) days in advance of the dates for which authorization is requested. When advance reservations are necessary, the request shall be submitted well in advance. Several names may be included on one request, but costs must include all the participants listed on the request.

When the request for travel authorization and attendance has been approved notification will be sent to the requestor. The approved request shall be retained by the employee until such time as a claim voucher is to be forwarded for reimbursement of actual expenses incurred. The original approved request shall be attached to the Claim Voucher, which shall be signed in the Department Approval section by the Department Head and submitted to the Comptroller for audit and payment.

a. PARTICIPANT'S REPORT. Within ten (10) days after attendance at a conference, convention, school, etc. the participant may be required to submit a brief report to the Department Head. The report shall include the major accomplishments of the event, the ways in which the employee and the Department have benefited from attendance and recommendations for future participation.

b. REIMBURSEMENT FOR TRAVEL EXPENSES: The following criteria shall be applied to evaluate all claim vouchers submitted for reimbursement of expenses during travel:

1) TRANSPORTATION: Expenses for transportation (air, rail) shall be accepted published rates from the point of origin to the point of destination, for coach or economy classes of transportation. Round trip fares shall be the priority rates to be reimbursed.

(2) ACCOMMODATIONS: Reimbursement for accommodations shall conform to the rates published in conference or travel literature for a single room. In all other cases, rates must be approved by the Comptroller prior to confirmation of reservations.

(3) MEALS: Meal expenses will be reimbursed on a per diem rate equal to \$50.00 per day. Meal expenses for overnight trips will be reimbursed at the rate of \$50.00 per day for each night based on the number of nights stayed (i.e., a 3-day 2-night trip would be reimbursed a maximum of \$100.00). Meal expenses for trips that are not overnight are not reimbursable without the approval of the appropriate Department Head. However, an employee on a one-day business trip shall, upon advance consultation and agreement with the applicable Department Head, be eligible for ONE meal if his/her WORK schedule (unless otherwise dictated by labor contracts) requires ten or more consecutive hours of work and travel. Expansible limits for individual meals are as follow:

- (a) Breakfast - \$10.00
- (b) Lunch - \$15.00
- (c) Dinner - \$25.00

Reimbursement for meals without a receipt will be one half of the prevailing rate.

2. TAX EXEMPTION: All expenditures for hotel occupancy by Town employees are tax exempt. When an employee's travel has been approved by the Supervisor, the Comptroller will send him/her a State of New York Tax Exemption Certificate which he/she shall complete and submit to the hotel when he/she registers. No reimbursement shall be made for hotel occupancy tax expenditures.

3. NON-TRAVEL MEAL ALLOWANCE: When performance of duties requires continuous time on the job thereby preventing the use of personal time for meal consumption, Elected Officials, the Deputy Supervisor, Commissioners, Department Heads, and those authorized in writing by Elected Officials, the Deputy Supervisor or Department Heads are permitted reimbursement at prevailing rates.

4. REQUEST FOR TRAVEL BY AUTOMOBILE. When an employee is selected to attend an out-of-state conference, convention or seminar, and he/she prefers to travel by automobile rather than by common carrier, he/she shall submit a written request to his/her Department Head, stating the reasons there for. If the Department Head approves the request, he/she shall forward it to the Supervisor for final approval. If final approval is granted, such approval shall be sent to the Town Comptroller.

A Town vehicle, if available, shall be furnished to the employee. An employee may use his/her personal vehicle only when a Town Vehicle is not available. In such case, the Comptroller shall limit reimbursement of travel expenditures to no more than those that would have been incurred by use of common carrier transportation.

SUBJECT: TOWN VEHICLE USAGE AND REPORTING OF ACCIDENTS

1. PURPOSE. To specify guidelines for the usage of Town of Islip vehicles and to provide instructions for the proper reporting of accidents.
2. TOWN VEHICLE USAGE. The following regulations will govern the use of Town vehicles-by all employees.

Personal or other unauthorized use of a Town vehicle is strictly forbidden.

No Officer or employee shall request or permit the use of Town owned vehicles, equipment, material or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for the use of such officer or employee in the conduct of official business.

Accordingly, the Town of Islip will provide its elected officials and town employees' vehicles and equipment to be used in the performance of their duties for the Town. In a limited number of instances, due to the nature of their position, employees will be assigned a Town vehicle on a permanent basis and may take the vehicle home. All such assignments will be approved by the Supervisor.

All town vehicles will be identified with the Town seal and will be registered with "Official" plates or the appropriate registration from the NYS Department of Motor Vehicles. The only exception to this rule will be vehicles which, by the nature of the job, are required to be unmarked (i.e. Town investigators, sanitation inspectors, and other exempt by State of Federal law).

The Town will not require an individual to use his/her personal vehicle on Town business. Vehicles will be provided at the employees work site for individuals to use in their course of business/duties for the Town. These vehicles are defined as "Pool Vehicles". Different types of vehicles will be provided based upon the job function being performed.

Pool Vehicles are not to be assigned to employees. All Pool Vehicles are for the general use of the entire department or unit which they are assigned. Pool Vehicles will be assigned on a daily basis by the person in charge of the work site of his/her designee. Individuals may request the use of a Pool Vehicle, but such request must provide an explanation of the purpose of the use and a log will be kept of all Pool Vehicle use.

All vehicles which are assigned for either individual or pool use shall have a mileage log which will be contemporaneously filled out by the user and submitted to the Town Supervisor's office on a monthly basis.

All operators of Town vehicles will have a valid New York State driver's license.

Three groups will be assigned vehicles on a permanent basis.

- I. Elected Officials: Town Supervisor
Town Council
Town Clerk
Receiver of Taxes
- II. 24/7 Responders: 24/7 Responders are defined as those jobs which require the employee to be available twenty-four hours per day, seven days per week to respond to an emergency/crisis throughout the Town of Islip at any number of locations. As part of our responsibility to the citizens of Islip, the Town requires certain jobs/individuals to respond directly to the site of an incident bypassing their normal work-site.
- III. Multi-Work Site Jobs: When a job requires the employee to report to various work sites as the beginning of each day and where reporting to a central work-site/dispatch area to be assigned a Town vehicle would be unproductive and time consuming, then those job functions/individuals may be assigned a vehicle on a permanent basis and permitted to take a Town vehicle home.

4. REPAIR/INSPECTION OF TOWN VEHICLES. When Town vehicles need repair, or when the odometer has reached the specified mileage on the vehicle's Town sticker, the driver should first contact the Department of Public Works, and then bring the vehicle to Vehicle Repair for service.

5. MOTOR VEHICLE ACCIDENTS. All motor vehicle accidents involving Town of Islip vehicles must be reported immediately, as follows:

- a. Radio Equipped Vehicles. Contact your dispatcher, who will in turn contact Public Safety and the Department Head involved. The Suffolk County Police Department will be notified by Public Safety when necessary.
- b. Vehicles Without Radios. Call the Public Safety Dispatcher at 224-5306.
- c. At The Scene of The Accident. The driver will not leave the scene of an accident until released by the Office of Public Safety or the Suffolk County Police Department, and will not make any statements, oral or written, except to an officer of the law, a Town representative, or an accredited representative of the Town's insurance carrier.

An Accident Report Booklet will be placed in every Town of Islip vehicle, and be maintained by the Safety Office. Included in the Booklet is a form, "Description of Accident at the Scene," which will be completed by the driver at the scene of the accident, or as soon thereafter as possible. The driver will neither offer or make settlements nor sign any documents-at the scene of the accident other than as stated above. The Town of Islip Insurance Code Number is 994.

- d. It will be the responsibility of the driver to notify the Department Head of any such incident and to report in person within twenty- four hours to the Town Safety Office, At that time, drivers must present their New York State Operator's License with their Accident Reporting Book, and then complete a New York State Motor Vehicle Accident Report Form, MV 104. The driver will then be directed to report to the vehicle center that services the vehicle for estimate of repair damages. Failure to comply with these procedures will lead to disciplinary action

If the driver is incapacitated, it is the responsibility of the Department Head to obtain and forward all information on the accident to the Town Safety Officer.

- e. No New York State Motor Vehicle Accident Report Form, MV-104, is to be f filed until it is reviewed and authorized for filing by the Town Attorney's Office.

6. REPORTING THE THEFT OF A TOWN OWNED VEHICLE. Upon discovery of the theft of a Town owned vehicle, the person making the discovery will immediately notify Public Safety Office, at 224-5306, who will then notify:

- a. The Suffolk County Police Department.
- b. The Safety Officer.
- c. The Commissioner of the Department of Public Works

A copy of the Suffolk County Police Department report will be submitted to the Safety Officer, who will notify the Supervisor's Office as soon as possible about the theft.

Arrangements for vehicle recovery will be made on a case by case basis by the Safety Officer.

SUBJECT: PAYROLL PROCESSING

1. PURPOSE. To establish uniform procedures for the recording and processing of employee payroll records in the Town of Islip.

2. BACKGROUND.

a. All payrolls, or other claims for compensation, for personal services rendered to the Town by any person other than an elective Town officer shall be certified by the Town officer or employee of the Town having direct supervision of the claimant to the effect that such services indicated on such payroll or claim were actually performed by the person or persons mentioned therein. (Reference--Town Law 120)

b. All employees will be classified as either one of two categories under the Fair Labor Standards Act. Employees are either classified as exempt from the provisions the Act; or non-exempt from the provisions of the Act. The vast majority of those employees in the Blue and White Collar units represented by the International Brotherhood of Teamsters, Local 237 are categorized as non-exempt. Managerial and those non-represented Career & Salary employees in professional and technical positions may be considered exempt from coverage under the Act. Generally, the Act determines whether an employee who works more than 40 work hours in a week is entitled to time and one half his/her regular hourly rate for all hours worked in excess of 40 hours.

3. RECORDING OF TIME BY EMPLOYEES. All Town of Islip employees, except those specifically exempted by Department Heads, shall record their time of arrival at and departure from work on time clocks furnished for this purpose or on sign-in sheets. The various Commissioners Department Heads and Directors shall determine which method of time recording, or combination of both methods, is most suitable to their Departments.

a. **TIME CLOCKS**. Employees may not punch in or out anytime cards other than their own. However, supervisor in charge of the work area may **write in** or **out** the time of an employee when the employee is unable to do so because of an emergency or reporting in from a field location. In such a case, the supervisor shall initial the time card with the appropriate time. In addition, employees are prohibited from removing time cards away from the time card rack. Employees should not be punching-in more than ten (10) minutes prior to his/her schedule reporting time.

b. **SIGN-IN, SIGN-OUT SHEETS**. Employees who do not have time clocks available will be required to sign-in or out on a departmental or unit sign-in sheet. The departmental or unit sign-in sheet will be located in the immediate vicinity of a supervisor or manager. Each sheet represents one work day. Employees are to sign-in in the order that they report to work. Employees may not sign in or out in any space other than their own. Do not pre-print employee names on the form. Each employee shall record his time in and out daily. A sample copy of a sign-in time and leave sheet is attached to this policy.

c. **Automated Timekeeping System**: The Town may implement a real time automated timekeeping system to replace the manual sign-in log and/or time clocks to record the work hours of all employees subject to notice.

4. RESPONSIBILITIES.

a. **SUPERVISION.** At the close of the weekly pay period, the immediate supervisor in each work area shall audit the time cards and/or Time and Leave sign-in Reports. He/she shall verify the hours worked by each employee daily, the hours of leave used, the totals for the weekend sign the time cards and/or sign-in sheets. He/she shall forward time cards, sign-in sheets, written requests for leave, and any other pertinent documentation to the Department payroll clerk as soon after the close of the pay period as possible.

b. **DEPARTMENT PAYROLL CLERK.** As appointed by the Department Head, the payroll clerk shall be responsible for reviewing and transmitting payroll records and for maintaining a permanent time and leave system. As part of this process, the payroll clerk shall:

(1) Audit all time card and sign-in entries, and ensure that the immediate supervisor has signed, indicating his/her authorization and compliance.

(2) Compute and enter the following on the weekly computer-printed payroll sheets: regular hours worked, sick and vacation hours used, hours at time and a half, hours at double time, hours worked out of classification, etc.

(3) Prepare separate payroll sheets for requests for Pay in Advance, which must be submitted in writing by employees and approved by supervision.

(4) Maintain a permanent record of all leave used by all employees, and maintain their adjusted balances, and ensure that all new employees are added to the appropriate time and leave record.

(5) Forward all payroll sheets to the Payroll Section of the Personnel Department, after review and signature by the Department Head.

c. **DEPARTMENT HEAD.** The Department Head or his/her designee shall be responsible for auditing and signing/approving all payroll sheets prepared by the Department payroll clerk, prior to submission to the Personnel Department.

5. RECORDS. The Town of Islip shall establish, maintain and preserve for not less than three (3) years time cards, time sheets, sign-in records payroll records showing hours worked, gross wages, deductions and net wages for each employee. (Reference--New York State Labor Law 195.1)

The Department payroll clerk shall be the custodian of the Department's payroll records and the following items shall be filed as indicated and retained as directed by the New York Department of Education.

a. **EMPLOYEE TIME CARDS** – alphabetically by name of employee.

b. **SIGN-IN AND TIME SUMMARY SHEETS** – chronologically by payroll date.

c. **REQUEST FOR LEAVE** – by work area and classification.

d. **DUPLICATE COPIES OF PAYROLL SHEETS** – chronologically by payroll date.

SUBJECT: PERSONNEL GRIEVANCES

1. PURPOSE. To provide a means by which non-represented Career & Salary and Managerial employees of the Town of Islip may file formal grievances when they feel their rights may have been violated. This procedure does not include disciplinary actions taken by Town management.
2. BACKGROUND. The vast majority, approximately 90% of employees of the Town of Islip are represented by the International Brotherhood of Teamsters, Local 237 divided into several bargaining units within the Town, as well as several Town Agencies and Authorities. The Town of Islip has three bargaining units. They are: the White Collar, Blue Collar and Lifeguard Units. Each has a labor agreement which includes a contract interpretation grievance procedure. Similarly, the Resource Recovery Agency and the Town of Islip Housing Authority have labor agreements with contractual interpretation grievance procedures. This personnel grievance procedure is for those employees who are not covered under a labor agreement including a non-disciplinary grievance procedure.
3. DEFINITION. Personnel grievances shall mean any claimed violation, misinterpretation of inequitable application of Town of Islip policy, rules, procedures, regulations, and administrative orders.
4. POLICY. Non-represented, non-managerial Career & Salary and managerial employee shall have the right to present personnel grievances free from interference, coercion, restraint, discrimination or reprisal.
5. FORMAL PROCEEDINGS. An employee may initiate a personnel grievance, and shall proceed according to the following steps:
 - a. Step 1. The employee shall present a grievance within thirty days of occurrence of the alleged violation to his/her supervisor, who shall answer within fifteen (15) working days. If the grievance has not been resolved, the employee shall, within fifteen (15) working days, proceed to the next step.
 - b. Step 2. The employee shall submit the grievance, in writing, to the Department Head, who will hold a meeting on the grievance within fifteen (15) working days, and give an answer, in writing, to the employee within fifteen (15) working days of the conclusion of the hearing. If the grievance has not been resolved, the employee shall, within fifteen (15) working days, proceed to Step 3.
 - c. Step 3. The employee shall submit the grievance, in writing, to the Director of Labor Relations and Personnel, who will hold a hearing within fifteen (15) working days, and give an answer, in writing, to the employee and the Union within fifteen (15) working days of the close of the hearing. The decision of the Director of Labor Relations and Personnel, with approval from the Supervisor, will be final.
6. TIME LIMITATION. The above cited periods of time in the various steps of the grievance procedure may be extended by mutual agreement. Grievances which are not presented within thirty (30) days of occurrence shall be deemed to have been abandoned.
7. WITHDRAWAL OF GRIEVANCE. A personnel grievance may be withdrawn by an employee at any time.

SUBJECT: PERSONNEL WORK SCHEDULES

1. PURPOSE. To establish a uniform system for the scheduling of personnel to insure adequate supervision and coverage of all Town of Islip facilities based on the operational needs of the Department and nature of the employee duties. The Town's workweek will consist of seven (7) days of which each full-time employee will consistently be scheduled five (5) consecutive days with two (2) consecutive regular days off.

2. RESPONSIBILITIES.

a. Management Rights to Direct the Work Force. The Union recognizes the prerogative of the Town of Islip to operate and manage its affairs in all respects in accordance with its responsibilities and the powers of the Town. The Union also recognizes the exclusive right of the Town to exercise its management prerogatives, including but not limited to, the direction of the work force, the right to make rules and regulations covering conducts and safety, the right to determine schedules of work, and maintain the efficiency of the operations delegated and authorized by the Town Board.

b. TOWN OF ISLIP. The Town shall maintain schedules of regular work weeks, by shifts, and provide copies of such schedules to the Union and the Director of Labor Relations and Personnel. The Town has agreed to give notice, discuss or consult with the union prior to any changes in the work week, hours or schedules. Work schedules will not be changed prior to submission of any proposed changes to the Director of Labor Relations and Personnel, in order to insure compliance with this section.

c. Proper and timely notice of changes to an employee's workweek, including scheduled hours of work, regular days off and location requires one week.

3. CRITERIA FOR WORK SCHEDULING. Every effort should be made by Department Heads to insure that the scheduling of personnel is as equitable as possible. This includes dividing evening, weekend and holiday assignments as evenly as is practical based on operational needs and the titles and skill level of the employees involved. The major portion of the staff should be scheduled during peak load periods and the appropriate skill level of staff must be available.

The following guidelines should be used in developing work schedules:

a. Recognize the Town of Islip and the general public needs for timely, efficient and effective services to be provided by public employees.

b. Recognize staffing of Town personnel is contingent on the mission or goal of a particular department's seasonal or operational purpose.

c. Recognize that staffing is based on business decisions. Provide adequate coverage of all facilities if necessary and that it can be justified.

d. Avoid assigning personnel to positions which vary greatly from their own job descriptions.

e. Recognize employees have the right to express their preference or not to work particular work schedules. Management does not have to be guided by these requests.

4. Mutual Swaps: Employees in the same title, unit and location may request a “mutual” swap with another employee to get a day off. This request must be made in writing, signed by both employees involved and reviewed and authorized by Management. If an employee fails to report for a mutual swap they will be subject to the loss of pay and a disciplinary charge of absent without leave. A change in an employee’s regular day off must be made at least three days in advance to supervision.
5. Change of Regular Days Off: An employee may request a change of regular days off to get a day off for a personal emergency as long as it does not have an adverse impact on department operations or result in overtime. This request must be made in writing, signed by the employee’s immediate supervisor and authorized by Management. If any employee fails to report for a changed regular work day will be subject to the loss of pay and a disciplinary charge of absent without leave. A change in an employee’s regular day off must be made at least three days in advance to supervision.

SUBJECT: ETHICS CODE AND FINANCIAL DISCLOSURE

1. PURPOSE. To highlight important aspects and increase general awareness of the Town code governing ethics and financial disclosure. **Please be advised this is not the entirety of the Town's ethics Code.** For further questions not covered in this section please refer to the Town of Islip Code of Ethics and Financial Disclosure Law, chapter 14 of the Town Code.
2. Standards of Conduct: Please refer to Chapter 14, Article 5 of the Islip Town Code which covers standards of conduct in its entirety. This section covers items including, but not limited to: acceptance of gifts, personal use of Town-owned equipment, and future employment. All Town employees should be aware of the appropriate standards of conduct.
3. Financial Disclosure: All elected and appointed Town officials and officers, as well as select Town employees will be required to fill out a financial disclosure form each year. Please refer to Chapter 14, Article VI of the Islip Town Code.
4. Ethics Board: Chapter 14 of the Islip Town Code establishes an Ethics Board. The Board is charged with carrying out a variety of activities, including but not limited to: advising Town employees on Ethics Law questions, investigating all complaints alleging violations and being the repository for Financial Disclosure forms. The Ethics Board encourages inquiries. For any question all employees can write to the Ethics Board at: *PO Box Islip, NY*
5. Violation: Any violation of the stated policy in the Code of Ethics will result in disciplinary action against the officer or employee involved. To report an Ethics code violation, employees can send a letter to the Board of Ethics; *PO Box Islip, NY*. The mail sent to the Board of Ethics will remain confidential.

SUBJECT: OVERTIME

1. PURPOSE. To describe the overtime policy of the Town of Islip and the guidelines for its use.

2. POLICY. A Town may provide for the payment of overtime compensation at such rates as the Town Board may determine. Reference - General Municipal Law 90; 23 Opinion State Comptroller 749, 1967).

The Town of Islip does not encourage the use of overtime, except when extra hours work are required by emergency situations. Commissioners or Department Heads shall submit requests for overtime to the Supervisor, or his/her designee in advance. In those situations where such a procedure is not feasible because of an emergency, Commissioners or Department Heads may authorize overtime, and all such authorizations will be subject to review and potential criticism. All overtime expenditures must be justified by operational needs and accepted business and budgetary practices. If the work can be done on straight time or overtime premium payments avoided by timely changing work schedules to accomplish the operational and business needs of the Town then it is an expected Management consideration before requesting overtime.

3. GUIDELINES. The major situations when overtime may be authorized are as follows:

a. When weather or other conditions exist which require immediate attention beyond the capabilities of the regularly assigned staff, and which conditions may be hazardous to employees or the public.

b. When workload is at a peak level, and deadlines cannot be met by the regular workday.

c. When a key employee, essential to the conduct of a particular operation, is absent and cannot be replaced by a member of the regular staff.

4. RATES. Town employees shall be paid the following rates for overtime hours worked:

a. Time and one-half for work performed before or after the normal work shift.

b. Time and one-half for work performed on the sixth day after the normal work week.

c. Double time for work performed on the seventh day after the normal work week.

d. Double time for work performed by employees who are recalled from vacation, with no further compensation.

5. OVERTIME LISTS. Seniority shall prevail when overtime is authorized. All employees shall be offered equal opportunity for overtime, within department and classification, on a rotating basis, provided that the employee is qualified to perform the overtime assignment. A shop steward shall be offered overtime whenever a majority of the employees in a department are working overtime.

Department Heads shall insure that rotating overtime lists are maintained by each department, division or work unit and that such lists shall be posted in each affected work area.

6. RECALL. Any employee recalled from vacation shall be paid double time for the portion of his vacation worked and shall not be further compensated.

7. COMPENSATORY TIME: The Town of Islip does not recognize compensatory time and strictly adhere to the overtime provisions covered in the above mentioned provisions.

Employees who receive compensation and supervisors who knowingly make false entries on employee time cards or sign-in sheets to allow for the exhaustion of accrued compensatory time will be subject to disciplinary action up to and including dismissal for fraud and theft of services.



Overtime Justification and Authorization Form

Department:

Dept.#:

Date:

Planned Overtime

Emergency Overtime

Project:

Justification for Overtime:

Job Coverage:

Unplanned Work:

Emergencies:

Projected Cost of Overtime:

Is this a reimbursable expense?

Employees Being Assigned:

Employee Name

Employee Title

Duties

Comments:

Commissioner or Department Head Name:

Supervisor Approval:

SUBJECT: EDUCATION REIMBURSEMENT

1. PURPOSE. The Educational Reimbursement Program is a benefit to encourage and assist the educational pursuits of regular full-time employees of the Town of Islip. This policy is issued to set forth the guidelines and procedures of the Educational Reimbursement Program for eligible employees.

2. POLICY. The Town of Islip encourages continued education, and aims to contribute to the professional and personal development of its employees. As a result, the Town will pay, according to the eligibility and criteria listed below, and upon authorization and final approval by the Town Personnel Department, for degree related educational courses which may be job-related, as well.

3. ELIGIBILITY. Eligibility is limited to full-time employees of the Town of Islip, and they shall be eligible to apply for tuition reimbursement for courses begun and completed only after one (1) year full-time service with the Town. Applicants must be in good standing in terms of attendance (50% or more of acquired sick leave) and performance (no disciplinary actions in previous 3 years). Employees will not be eligible for reimbursement if they are taking any short or long term leave from the Town. Eligibility does not apply to employees working on a seasonal, temporary, per diem or part-time basis.

4. Eligible Institutions: Courses must be offered by a college, university, technical, trade or vocational school accredited by the appropriate Regional Association of College and Secondary Schools or the State Board/Department of Education. Institution accredited by a professional or educational association will be considered if the accreditation is the result of formal evaluation. The course must be one of the following:

- i. An individual course not in a degree program; or
- ii. A required course within an approved degree program; or
- iii. An elective course within an approved degree program; or
- iv. A program to help an individual prepare for an examination leading to professional certification or licensing; or
- v. A college credit course which is offered by the State University of New York or the City University of New York in the independent study program or other accredited institutions for similar programs.
- vi. Courses delivered to students electronically, via the internet or by other technological means are eligible for reimbursement provided they meet New York State Curriculum Criteria.

5. APPLICATION. Employees may apply for the Educational Reimbursement Program by completing an Educational Reimbursement Application form. The employee shall deliver the application to the Commissioner or Department Head, who shall review it, and state his/her opinion, in writing, regarding the employee's ability to complete the course without interference with the performance of his/her normal duties. Educational reimbursement applications must be processed and approved prior to the start of classes.

Upon receipt of an eligible employee's application, the Commissioner or Department Head shall forward the application, with his/her comments, to the Director of Labor Relations and Personnel for his/her recommendation of approval or disapproval. This process must be completed prior to the start date of the educational program/course in question. The employee will forfeit reimbursement if the application for participation is submitted after classes begin.

6. CRITERIA FOR APPROVAL. The Town will only consider reimbursement for those courses and seminars which are conducted by accredited institutions. The Director of Labor Relations and Personnel shall use the following criteria in evaluating the application:

- a. The course or seminar is job-related or degree related and is being offered by an approved educational institution.
- b. The specific subject matter to be studied is not available in an existing in-service training program.
- c. By successfully completing the course for which reimbursement is requested, it can reasonable be expected that the employee's value to the Department will be increased.
- d. The employee must be able to complete the proposed course without undue interference with the performance of the duties of his/her position.
- e. Employees are eligible to apply for tuition reimbursement for courses begun and completed only after one (1) year of full-time service to the Town.
- f. The employee assumes all financial obligations related to the program or course(s) unless and until the approval for reimbursement is granted.
- g. Reimbursement will not be granted for courses or programs requiring the employee to take a leave of absence for full-time education. Nor will reimbursement be granted for employees who are on a short or long-term leave or participating in a Reduced-Schedule Program during the requested period.

7. REIMBURSEMENT.

A. If an employee's course is approved, they will then receive a letter of approval. Upon satisfactory completion of the approved course(s) the employee shall submit a Claim Voucher to Personnel along with a copy of their approval letter and statement regarding Miscellaneous School Assistance, original bursar's receipt for all eligible expenses for which reimbursement is sought and original report of passing letter grade or official registrar's transcript.

If Pass/Fail is the only available grading method for the course, the employee must then attach official documentation from the applicable institution verifying the Pass/Fail grading system. For reimbursement for a course in which no final grade is given, such as a professional certification, the employee must submit a certificate of satisfactory completion or other evidence of successful participation in the course. These documents must be submitted within three (3) months of receipt of final grade. The employee's claim will then be processed and a check will be sent to them from the Office of the Comptroller. Successful completion of an approved course will not, of itself, automatically qualify an employee for a new job title or position.

B. The amount of reimbursement will be contingent upon the grade the employee receives for the approved course. Reimbursement will be made as follows:

1. 100% reimbursement for an 'A' grade
2. 90% reimbursement for a 'B' grade
3. 80% reimbursement for a 'C' grade or a passing grade in a Pass/Fail course
4. 'D' Grades and below will not merit reimbursement

C. Reimbursement Employment Commitment. Employees who receive educational reimbursement recognize that such reimbursement is contingent upon their on-going employment with the Town of Islip. Therefore, employees apply for and accept reimbursement with the understanding that if they should leave the employ of the Town of Islip within:

- a. One (1) year of reimbursement, they will be responsible to reimburse the Town 100% of such reimbursement (e.g. amount to be deducted from their terminal leave)
- b. Two (2) years of reimbursement, they will be responsible to reimburse the Town 75% of such reimbursement (e.g. amount to be deducted from their terminal leave)
- c. Three (3) years of reimbursement, they will be responsible to reimburse the Town 50% of such reimbursement (e.g. amount to be deducted from their terminal leave)

8. TUITION. Education Reimbursement will be offered up to a maximum of \$5000 in a calendar year.

SUBJECT: PERFORMANCE APPRAISALS

1. PURPOSE. To require appraisals by supervisory personnel of the performance of employees under their supervision, in order to help improve their work performance by pointing out their strengths and weakness and to commend those employees who consistently perform in an outstanding manner. Consistently outstanding performance may assist an otherwise qualified senior employee in consideration for promotion.

2. DEFINITION. The term "performance appraisal" means a continuing evaluation of an employee's performance, conduct, skills and abilities for the purpose of facilitating the employee's development and the most effective use of his abilities.

Reference: Chapter 3, Section 35 .1 of the Appendix to the Civil Service Law of the State of New York.

3. RESPONSIBILITY. Department Head shall insure that all Department personnel are appraised by their immediate supervisor at least once each year. Appraisals will be recorded in writing on the form provided for this purpose. Copy of the form is attached to this directive (Form 311A).

4. APPRAISAL CONFERENCE. Chapter 3, Section 35 .5 (b) (2) of the Appendix to the Civil Service Law requires that an employee be given an opportunity to examine any written appraisal of his performance, conduct, skills and abilities, and to discuss the same with his supervisor and agency head.

Within ten (10) days after an appraisal has been made, the immediate supervisor shall confer, in private, with the employee, bearing in mind that the purpose of the appraisal and conference is to promote the employee's career development. The employee shall be shown the appraisal, and the supervisor shall offer constructive comments concerning the employee's work habits, conduct, skills and abilities, and commend him in those areas where he may be performing above average.

At the conclusion of the conference, the employee will sign the appraisal form in the space provided there for, indicating that he has seen and discussed the contents of the appraisal with his supervisor. His signature, however, shall not mean that the employee completely agrees with all the specifics of the appraisal. If the employee disagrees with his appraisal, or any portion thereof, for any reason, he may within sixty (60) days from the date he signed the evaluation submit a grievance directly to the Director of Labor Relations.

The immediate supervisor shall forward the signed appraisal form, within sixty (60) days from the time of the appraisal to the Department Head.

5. DEPARTMENT HEAD REVIEW. Department Heads shall review and sign all performance appraisals.

6. CONFIDENTIALITY. Performance appraisals shall be considered as confidential information and shall be filed in the employee's official personnel folder. Employees may review their past appraisals by contacting the Town Personnel Office.

Town of Islip

White/Blue Collar Employee Performance Evaluation

Employee Name _____ Title _____

Department _____ Division _____

Evaluation Period _____ to _____ Date of Evaluation _____

Evaluation Guidelines: Employees must be notified of the review, at least one week prior to the evaluation. All goals, set by the employee, reviewer, or both cooperatively, should be reasonable and specific.

Goals: Briefly describe the goals of the employee.

Goal #1:

Goal #2:

Goal #3:

Evaluation Rating Key:

Unsatisfactory: Employee rarely meets expectation of his/her job description.
Does not perform required task. Requires constant supervision.

Marginal: Employee occasionally meets expectations of his/her job description.
Completes tasks, but not on time.

Satisfactory: Employee consistently meets expectation of his/her job description.

Excellent: Employee occasionally exceeds expectation of his/her job description.

Outstanding: Employee consistently exceeds expectations of his/her job description.
Always gets results beyond what is required.

	Unsatisfactory	Marginal	Satisfactory	Excellent	Outstanding
Dependability: Can employee be depended on to accomplish tasks with minimal supervision?					
Knowledge: Does the employee understand all aspects of the job?					
Cooperation: Does the employee communicate and interact well with coworkers?					
Flexibility: Does the employee grasp new ideas and methods in a reasonable amount of time, retaining what was instructed?					
Attendance:					
Initiative: Is this employee a self starter?					
Safety: Does this employee follow safe work procedures, including use of personal protective equipment?					
If Applicable - Use of materials: How well does the employee utilize materials and equipment?					
If Applicable - SUPERVISORY: How well does the employee coordinate, delegate and check on subordinates work?					
Organization of Work: Does the employee plan work in advance with strategic performance?					
How do they handle problem solving and decision making?					

MANAGEMENT REVIEW	Unsatisfactory	Marginal	Satisfactory	Excellent	Outstanding
Unit Attendance: Record of last twelve (12) months. See Below					
Unit Review: Work record of last twelve (12) months. See Below					

SUBJECT: REIMBURSEMENT POLICY FOR MEMBERSHIP AND ASSOCIATION DUES, CERTIFICATION AND LICENSURE

1. PURPOSE. To provide guidelines for requesting payment of dues or fees associated with professional certification and licensure, and memberships in professional, technical, and educational associations.
2. POLICY. In order to better serve Islip Town residents, the Town of Islip encourages employees to participate in professional, technical, and educational associations.
3. ELIGIBILITY. Eligibility is limited to full-time employees of the Town of Islip. Association and Licensure must be relevant to applicant's current position with the Town of Islip.
4. APPLICATION. Employees may apply for payment of membership fees by completing an Association Dues and Membership Application form. The employee shall forward the application to his/her Commissioner/Department Head for approval. The Commissioner/Department Head will forward the application to the Supervisor's office for final approval. A copy of the application is attached to this directive.
5. CRITERIA FOR APPROVAL. Authorization for payment of membership fees will only be considered if the association, licensure or certification is directly related to the employee's present title and job description or membership in the association will contribute to the career enhancement of the employee within the Town of Islip. (i.e. State and National Bar Associations, Engineering associations, Accounting association, etc.). Employee is eligible for association and certification reimbursement for three (3) associations, programs or certifications in a calendar year.
6. PAYMENT OF MEMBERSHIP FEES. After an employee has received final approval for a Town sponsored membership or certification course, the employee must forward a completed claim voucher along with the approved Association Dues Membership application, to the Comptroller's office for payment.

1. Applicant

Name (Print)		
Address		
Department		
Name of Association		
Registration Date	Cost	Membership Term
Signature of Applicant		Date

2. To Be Completed by Applicant

_____ The above described association is directly related to my present title and description

_____ The above described association will contribute to my career enhancement within the employment of the Town of Islip

Justification:

Commissioner/Department Head Authorization _____

List all Town sponsored Associations & Memberships for you on the back of this form

3. Supervisor

Approved (Signature)	Date
Disapproved (Signature)	Date

Reason for Disapproval:

**TOWN OF ISLIP
DEDICATED PAID LEAVE BANK PROGRAM
POLICY STATEMENT**

Section 1 - Purpose

This pilot program will permit full-time employees of the Town of Islip, as defined herein at Section 2, entitled "Scope," to voluntarily donate a limited amount of their own earned paid leave time to a joint labor-management administered "Sick Bank" to be used to offset financial burdens suffered by eligible employees who are confronted by their own or a qualifying family member's (child, spouse or parent) catastrophic, life-threatening, long-term, non-service connected illness or injury, and who have exhausted all of their own entitled paid leave benefits, except to the extent stated in "Section 10," entitled "Paid Leave Grants," at subsection "d."

Section 2 - Scope

a. This pilot program shall be open to all full-time employees of the Town of Islip, the Islip Resource Recovery Agency, and the Town of Islip Foreign Trade Zone. This includes all full-time employees in titles represented in the two participating unions (International Brotherhood of Teamsters, Local 237 and United Public Service Employees Union) and/or their successors, as well as managerial and non-represented career and salaried employees. Participation in this pilot program is voluntary.

b. Temporary, part-time and seasonal employees are excluded from this pilot program. Only employees in the full-time employment categories noted above are eligible to participate.

Section 3 - Pilot

a. This program will be in effect for a minimum of two (2) years. The Sick Bank Committee (hereinafter referred to as "Committee") will administer this program using this policy statement as their guiding document.

b. The Committee will have the discretionary authority to interpret this statement as well as the power to suggest and implement amendments to this policy with the advice of the Town Attorney, or his/her designee, and approval of the Town Board Liaison.

c. The within policy statement and any additions, deletions, amendments or modifications thereto shall be subject to approval of the Islip Town Board.

d. At the conclusion of the two (2) year pilot period, the Committee may terminate the Sick Bank program at any time thereafter. If terminated, the program will be closed to donations and, if necessary, remain open for the grant application process until the balance of donated paid leave time has been distributed.

**TOWN OF ISLIP
DEDICATED PAID LEAVE BANK PROGRAM
POLICY STATEMENT**

Section 4 – Sick Bank Committee Administration

- a. The Sick Bank Committee is established to review eligible employee grant applications, approve or deny requests for Paid Leave Grants, monitor the balance and distribution of donated paid leave time, and evaluate and report regularly on the performance of the program. The Committee will report their actions and decisions to the designated Town Board Liaison.
- b. The Committee will be composed of the following representatives:
 - One (1) representative designated by Teamsters Local 237;
 - One (1) representative designated by UPSEU;
 - One (1) representative designated by the Office of the Supervisor;
 - One (1) representative designated by the Office of Labor Relations and Personnel;
 - One (1) representative designated by the Office of the Comptroller; and
 - One (1) representative from the Town Council legislative staff.
- c. One member of the Town Board of the Town of Islip will serve as the Committee's liaison.
- d. All Committee members must be employed by the Town of Islip at all times during their participation as a Committee member.
- e. In the event an appointed Committee member cannot attend a meeting, an alternate person shall be designated by the absent Committee member, with the consent and approval of the Islip Town Attorney, or his/her designee, to attend said meeting.
- f. This Committee will meet quarterly or more frequently in the case of an emergency. The entire Committee, or their designees, must be present to make a decision on a grant application. Paid Leave Grant approval will require a super-majority vote to approve an application. Committee decisions will not be subject to union contract interpretation grievance procedures.

Section 5 - Appeal of Committee's Decision

If a grant application is denied by the Committee, the applicant may request one review of the Committee's decision by written request to the Office of the Town Attorney. A request for review must include additional relevant information to be considered. The updated application will then be reviewed by the Town Attorney, or his/her designee, who will make the final determination of eligibility which will not be subject to union contract interpretation grievance procedures.

**TOWN OF ISLIP
DEDICATED PAID LEAVE BANK PROGRAM
POLICY STATEMENT**

Section 6 - Sick Bank Accounting

Donations to and distributions from the Sick Bank will be recorded by the Office of Labor Relations and Personnel. Sick Bank accounting and audit responsibilities will be administered by the Office of the Comptroller.

Section 7 - Program Participation Guidelines

- a. To ensure the intended purpose of this Sick Bank as a viable mechanism to assist our fellow employees faced with a life threatening, catastrophic, non-service connected illness or injury, eligible employees who choose to participate are encouraged to donate a minimum of one day per year.
- b. Full-time employees can voluntarily donate to the pilot program upon their anniversary of two (2) years of continuous Town employment, provided that the donor maintains a satisfactory attendance record and maintains no less than twenty (20) earned paid sick days before he/she can participate in the Sick Bank program.
- c. Personal Leave time may not be donated to the Sick Bank.
- d. Eligible employees with at least two (2) years of service can donate one (1) and up to a maximum of three (3) earned vacation and/or sick days to the Sick Bank per calendar year.
- e. Eligible employees with five (5) or more years of service may donate one (1) and up to a maximum of five (5) earned vacation and/or sick days to the Sick Bank per calendar year.
- f. The maximum number of sick days any employee can contribute to the Sick Bank over their lifetime will be thirty (30) sick days.
- g. Donations must be made on an approved Paid Leave Donation Form and each participating employee must sign a statement waiving any future claim to the donation.
- h. Employees may not designate donated time to an individual recipient.
- i. Employees who contemplate leaving the employment of the Town, either through resignation, retirement, or otherwise, may not contribute unused paid sick leave days in excess of cash-out limits.

**TOWN OF ISLIP
DEDICATED PAID LEAVE BANK PROGRAM
POLICY STATEMENT**

Section 8 - Donation Credit

All paid leave donations will be credited to and from the Sick Bank on a day for day basis. Donations are irrevocable and non-refundable. An employee who donates paid leave time to the Sick Bank may not receive any monetary benefit, tax benefit or otherwise for that donation. Donations are not tax deductible.

Section 9 - Eligibility for Paid Leave Grants

- a. Employees must meet the established requirements to request a Paid Leave Grant. Eligible employees must submit a fully completed Paid leave Grant application on a form prepared by the Committee and include a signed HIPAA (Health Insurance Portability and Accountability Act) form to allow for review of the grant application.
- b. Grant applicants understand that decisions of the Committee are made on a first come, first served basis, subject to the availability of donated days and a case by case review of each application.
- c. Applicants must also meet the following criteria:
 1. The employee and/or employee's qualifying family member (child, spouse or parent) has a medically documented, non-service connected, catastrophic and life threatening injury or illness. This program does not cover Workers' Compensation injuries/claims or no-fault injuries/claims.
 2. The employee has been absent due to the qualifying illness or injury for a period of forty-five (45) work days and has exhausted all available earned paid leave benefits (sick leave, vacation leave, and personal leave).
 3. The employee has timely and properly followed the Town of Islip Sick Leave Policy, submitting appropriate medical documentation and periodic updates to substantiate the on-going illness or injury on approved Town sick leave applications/leave of absence forms.
 4. The employee has filed and met the criteria for a qualifying medical condition under the Family and Medical leave Act in addition to meeting the specific eligibility requirements of this program.

**TOWN OF ISLIP
DEDICATED PAID LEAVE BANK PROGRAM
POLICY STATEMENT**

Section 10 - Paid Leave Grants

- a. Paid leave Grants shall be determined by the Sick Bank Committee based on the paid leave time available in the Sick Bank and a case by case review of each application. During the review process, the Committee will consider such factors as medical documentation, compassion, generosity, and the purpose of this program.
- b. A Paid leave Grant will be limited to a maximum of twenty (20) paid leave days at the employee's regular hourly rate or salary. At the discretion of the Committee, additional grants may be issued subject to the amount of donated paid leave time available.
- c. At no time during the two (2) year pilot program, shall the Sick Bank grant relief to an applicant if the Sick Bank balance is less than twenty-five (25) donated paid leave days. In other words, if the Sick Bank balance is twenty-five (25) days or less, no paid leave grant applications can be approved until such time as the Sick Bank replenishes its donations sufficient to grant an application while still maintaining a balance of no less than twenty-five (25) days.
- d. Approved Paid leave Grants may be used in ½ day units in the case of an employee who is approved for ½ paid sick leave benefit thus extending the employee's full pay status.
- e. At no time will Paid Leave Grant recipients receive more than their normal weekly salary or hourly rate of pay.
- f. Paid leave Grants received from the Sick Bank will be taxed as income. Employees who are out on an approved grant will also have their health insurance coverage continued while in a paid status.
- g. Abuse of grant benefits, including fraud, will be subject to disciplinary action, up to and including dismissal. Any employee or person found by the Committee or the Town of Islip to have abused the Sick Bank program shall be required to make full restitution to the Sick Bank for the value of the benefits received.

Section 11 - Indemnity

- a. Any person making a claim to the Sick Bank or receiving benefits from the Sick Bank hereby agrees that there is no entitlement to benefits from the Sick Bank and no right to bring a lawsuit at any time, for any reason, against the Sick Bank, the Sick Bank Committee, the Town of Islip, or any other person or entity acting on behalf of the Sick Bank.

**TOWN OF ISLIP
DEDICATED PAID LEAVE BANK PROGRAM
POLICY STATEMENT**

b. In the event the Sick Bank, a Sick Bank Committee member, the Town of Islip or any other person or entity is made party to a lawsuit regarding any matter relating to the administration of the Sick Bank, said litigant shall indemnify and hold harmless the Sick Bank, any member of the Sick Bank Committee, the Town of Islip or any other person or entity from any loss, claim or damage, including reasonable attorney's fees, that may be incurred as a result of any lawsuit.

SUBJECT: EXIT INTERVIEW FOR TERMINATED EMPLOYEES

1. PURPOSE. To establish standardized procedures for the exit interview of a terminated employee, as well as a formal process to receive the return of Town issued property by employees separating from the Town.
2. BACKGROUND. All Town employees are issued certain items at the beginning of their tenure with this municipality, including identification cards, keys uniforms, work equipment, computers, wireless communications devices, etc. In Some Cases they may also be issued Work Clothing and Personal Protective Equipment (PPE). It is critical what was ever issued to an employee is returned, as well as access to Town software, hardware, offices, etc. to be denied or eliminated upon a person's termination of employment with the Town. This is also an excellent opportunity to interview an employee, depending on the circumstances of the termination (voluntary versus involuntary), to secure his/her viewpoint on whether organizational goals and missions are being accomplished, as well as input on a variety of work performance related subjects.
3. GENERAL. In order to expedite the procedure of reclaiming non-expandable Town issue and disbursing final paychecks to terminated employees, a cooperative effort by the Office of Labor Relations and Personnel, the appropriate department, the Safety Office and the individual concerned is essential.

Each individual, prior to applying for a last check or lump sum payment, shall insure that all issued cards, keys, uniforms, wireless communication devices, computer equipment, desks, supplies and/or equipment for which she/he is responsible is returned and/or accounted for .

Individual departments shall maintain a control list of all cards, supplies and/or equipment issued to individual employees including, but not limited to Identification, office and vehicle keys, etc. Upon termination of employment, the department shall collect all items of issue and notify personnel that these items are received and/or accounted for prior to authorizing the release of the final check.

4. RESPONSIBILITIES.

A. Office of Labor Relations and Personnel: Upon receipt of Departmental check list of Town equipment and an exit interview note, the employee's last check and lump sum payment will be made by the next pay week. This process should be completed on the employee's last day of employment.

B. Employee: Upon termination of employment with the Town, an employee must return all those items issued at the beginning of their tenure with the Town, including identification cards, keys uniforms, work equipment, computers, wireless communications devices, etc. It is critical that what was ever issued to an employee is returned, as well as access codes to Town software, hardware be eliminated, offices, etc. to be denied or eliminated.

C. Neutral References: All exiting employees and your staff must be advised that the Town of Islip gives a neutral reference limited to the employee's title, dates of employment and salary amount. Any additional information such as a job performance reference should generally be secured from supervision and/or management before an employee leaves the Town.

D. The Safety Office: Maintain a record of all items issued to each employee. Upon each employee's termination with the Town, insure that all items of issue are returned and/or accounted for. Upon return of all issued items, a receipt shall be given to the employee and a notification sent to the Office of Labor Relations and Personnel for the release of the last check and the lump sum payment.

In event of the non-return of issued supplies, cards and/or equipment, the division head shall:

- (1) Notify Personnel of the present value of such items so recoupment of the value from the exiting employee can be made.

- (2) Collect payment from the employee for the value of items not returned or accounted for the forward the payment to the Office of Labor Relations and Personnel.

To: Personnel

From:

Date:

Subject: EXIT INTERVIEW OF EMPLOYEE

Name: _____ Employee No.: _____

_____ Our records indicate that the above mentioned person has returned all items of issue and I am satisfied.

_____ Our records indicate that the above mentioned person has not returned or accounted all items of issue. An itemized list of items and their values is attached.

_____ Attached is a check in the amount of \$_____ made payable to the Town of Islip to cover the costs of items of issue not returned or accounted for by the above mentioned employee.

Attached you will find: (Please initial on the line provided.)

_____ Employee Identification Card

_____ Town Keys

_____ Town Uniform

_____ Wireless Communication Devices (Cell Phone, PDA)

_____ Information Technology (Laptops, Access to Town's Data Base, Software Packages)

* Please remind employee that upon leaving Town of Islip, the Town will only provide a neutral reference (title, salary, date hired, date terminated) unless a release is provided.

Department Head Signature

TOI 314-1
Revised 12/08

MEMORANDUM

TO: PERSONNEL

FROM:

DATE:

SUBJECT: RELEASE OF LAST CHECK FOR SEPARATED EMPLOYEE

NAME: _____ EMPLOYEE NUMBER: _____

_____ Our records indicate that the above mentioned person has returned all items of issue and I am satisfied that the release of the final paycheck is in the best interest of the Town.

_____ Our records indicate that the above mentioned person has not returned or accounted for all items of issue. A list of items and their value is attached.

_____ Attached is a check in the amount of \$_____ made payable to the Town of Islip to cover the costs of items of issue not returned or accounted for by the above mentioned employee.

Attached you will find:

_____ Employee Identification Card.

_____ Town Keys

_____ Town Uniform

_____ Employee Prescription Drug Card.

_____ Health Benefit Cards.

_____ Wireless Communication Devices (Cell Phone, PDA)

_____ Information Technology (Laptops, Access to Town's Database, Software Packages)

TOI 314-1
Rev. 11/08

DEPARTMENT

HEAD

RESERVED

SUBJECT: EMPLOYEE LATENESS

1. PURPOSE. To ensure Town-wide practice relative to employee lateness.
2. POLICY. The following policy adopted upon recommendations of the Union-Management Committee.
 - a. Employees are considered late if they report one (1) minute after the start of their shift, as determined by the time or office clock.
 - b. No loss of pay shall be charged for lateness up to six (6) minutes, but a record shall be kept of each such lateness. For lateness in excess of six (6) minutes, an employee shall be docked for the full-time late to the next quarter of an hour.
 - c. An employee reporting forty-five (45) minutes or more late may be sent home if the employee has not called with an acceptable excuse.
 - d. An employee shall be considered to have excessive lateness, subject to disciplinary action, if he or she reports late four (4) times in a month, or six (6) times in a three (3) month period. The threshold for excessive lateness for a 12-month period will be 18 instances.
 - e. Whenever lateness is the result of emergency conditions which are beyond the employee's control, such lateness shall be recorded but may be excused after review by the Commissioner or Department Head.

SUBJECT: BACKGROUND CHECKS ON TOWN OF ISLIP EMPLOYEES WHO WORK WITH CHILDREN

1. PURPOSE. To increase the safety of children in the Town of Islip by special screening of those Town employees who will be working with children within the Town by requiring such town employees to be subject to background checks, including fingerprinting, as a condition of employment.
2. POLICY. Full-time, part-time or seasonal employees holding the following positions with the Departments of Recreation and Human Resources, and which involve contact with children, shall be subject to a background check, including submission of fingerprints for a fingerprint search, as a condition of employment in such positions in order to ascertain whether there is anything in the current or prospective employees' background that could pose a danger to the health, safety and welfare of children:
 - a. Department of Parks and Recreation: Recreation Specialist, Recreation Leader, Recreation Aide, Recreation Center Manager, Senior Clerk-Typist, Clerk-Typist.
 - b. Department of Human Services: Alcoholism Counselor, Community Service Aide, Recreation Aide, Recreation Specialist, Program Director - Exceptional Children, Recreation Leader, Custodial Worker, Registered Nurse, Clerk-Typist - Therapeutic Recreation, Drug and Alcohol Counselor I and II, Drug and Alcohol Program Coordinator, Case Manager, Director of Human Development.
3. PROCEDURE.
 - a. Current and prospective employees in the above enumerated positions shall be sent to the Division of Public Safety for fingerprinting.
 - b. The fingerprints shall immediately be forwarded to the Personnel Director who shall then send such prints to the New York State Division of Criminal Justice Services.
 - c. Upon return of the current or prospective employee's fingerprints from the New York State Division of Criminal Justice Services, the Personnel Director shall make an initial determination as to whether the information contained in the Division report indicates that there is a question with respect to the suitability of the current or prospective employee for continued or prospective employment in the above designated position.
 - d. In the case where the initial determination indicates that the prospective employee may not be suited or there is a question with respect to the suitability of the current employee for continued employment in the above designated positions the Personnel Director shall forward this information to a review committee for final determination.
 - e. The review committee shall consist of the Town Personnel Director, the Town Attorney, the affected Commissioner, and the Area Director of the Union. Each of these individuals may select an alternate representative in cases where their presence is not possible.
 - f. The review committee, in making its final determination, shall take such action with respect to the information received on such current or prospective employee, as it deems appropriate.

SUBJECT: DRUG FREE WORKPLACE

1. PURPOSE. To establish a uniform policy for ensuring a drug free workplace in Town of Islip Offices.

2. BACKGROUND. During 1988 Congress passed the Anti-Drug Abuse Act.

The Drug Free Workplace Act requires that any employer who applies for and/or receives federal grant money must certify that it will institute and maintain certain employee workplace regulations concerning controlled substances.

Since it continually applies for, and receives, federal grant money, the Town of Islip must comply with this legislative mandate.

3. POLICY. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and any employee who unlawfully manufactures, distributes, dispenses, possesses or uses a controlled substance shall be subject to disciplinary action, including such penalties as a reprimand, a fine not to exceed one hundred dollars to be deducted from the salary or wages of such officer or employee, suspension without pay for a period not exceeding two months, demotion in grade and title, dismissal from the service, referral and participation in a drug abuse assistance or rehabilitation program .

All employees, as a condition of employment pursuant to the Anti-Drug Abuse Act of 1988, Drug Free Workplace Act, shall abide by the above terms and shall notify the Town of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Note: Alcohol is considered a drug and for the purpose of this policy will be treated as such.

SUBJECT: PUBLIC EMPLOYEE SAFETY AND HEALTH ACT

I. PURPOSE. To establish a procedure for reporting occupational serious injuries and fatalities.

2. POLICY. Rules and regulations governing the protection of public employees from safety and health hazards in the workplace have been promulgated by the New York State Department of Labor. Regulation 12 NYCRR Part 801.9 states:

“Within 48 hours after the occurrence of a work-related accident, which is fatal to one or more employees or which results in hospitalization of five or more employees, the employer shall report the accident either orally or in writing to the nearest office of the New York State Department of Labor, Division of Safety and Health. The report may be made by telephone or telegraph. The report shall relate the circumstances of the accident, the number of fatalities and the extent additional reports, in writing or otherwise, as it deems necessary concerning the accident.

By meeting these reporting requirements, the Town, will be facilitating the process of timely investigation of such tragic events and will contribute to such occurrences in the future. This will help the State to provide the safest .possible workplace for all New York employees.

3. PROCEDURE. According to the above regulation, the Town is required by State law to report occupational hospitalizations and fatalities. In such an event, the senior employee at the site should notify the Department Head, who will in turn notify the Director of Personnel. He/She will then contact the New York State Department of Labor with a report of the accident according to the above specifications. (See also Town 301A, Worker's Compensation Form; Town Procedure 304, for instructions on reporting work-related accidents; and Town 304A, the Accident/Incident Report.)

SUBJECT: TOWN POLICY AGAINST UNLAWFUL HARASSMENT AND DISCRIMINATION

PURPOSE. It is the Policy of the Town of Islip ("the Town") that all employees, elected and appointed officials, and applicants, as well as everyone with whom the Town does business (e.g., outside vendors, consultants, members of the public, contractors), should be able to enjoy a work environment free from discrimination and harassment based on race, color, creed, sex, age, sexual orientation, disability, religion, national origin, marital status, military or veteran status, political affiliation or any other basis protected by federal, state or local law.

I. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting such individuals; or

Such conduct has the purpose or effect of interfering unreasonably with the individual's work performance or creating an intimidating, hostile or offensive work environment that is, or would be, offensive to a person of reasonable sensitivity and sensibilities.

This definition includes many forms of offensive behavior. It makes no difference if the harassment is "just joking" or "teasing" or "playful." The following is a partial, non-exhaustive list of examples of sexually harassing conduct:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering; making sexual gestures; or displaying sexually suggestive or degrading objects, pictures, cartoons, posters, or computer or television broadcasts.
- Verbal conduct such as making or using derogatory comments; sexual propositions, sexually explicit jokes or jokes concerning gender-specific traits; sexually explicit comments about an individual's body or clothing; comments about an individual's sexual desirability; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations; or playing radio or television broadcasts in the workplace that contain sexually suggestive or degrading conversation.
- Physical conduct such as touching, petting, pinching, impeding or blocking movements, or assault.
- Retaliation for reporting harassment or threatening to report harassment.
- It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful, whether it involves co-worker harassment, harassment by a supervisor or member of management, or harassment by persons doing business with or for the Town.

II. Other Forms of Harassment

Harassment on the basis of an employee's race, color, creed, sex, age, sexual orientation, disability, religion, national origin, marital status, military or veteran status, political affiliation or any other characteristic protected by Federal, State or Local law is strictly prohibited. As is the case with sexual harassment, it makes no difference if the harassment is "just joking" or "teasing" or "playful." The following is a partial, non-exhaustive list of examples of prohibited harassing conduct:

- Visual conduct such as derogatory posters, photographs, cartoons, drawings, gestures, or computer or television broadcasts.
- Verbal conduct such as racist, ethnic or religious jokes, or derogatory comments, slurs, innuendoes, epithets or threats (including those uttered over a telephone, cell phone or radio), as well as such verbal conduct related to age, creed, color, marital status, military or veteran status, or political affiliation, sexual orientation or disability.
- Physical conduct such as touching, blocking movements or assault.
- Retaliation for reporting harassment or threatening to report harassment.

III. Discrimination Other Than Harassment

Discrimination in discipline, job assignments, promotions and/or any other terms and conditions of employment based upon an employee's race, color, creed, sex, age, sexual orientation, disability, religion, national origin, marital status, military or veteran status, political affiliation or any other characteristic protected by Federal, State or Local law is also prohibited. Conduct that violates this policy will not be tolerated.

Any employee who believes that he or she has been discriminated against on any of these bases, or believes he or she has been discriminated against for making a complaint of discrimination, should report such alleged discrimination or retaliation pursuant to the Complaint Procedure below.

IV. Complaint Procedure

The Town's complaint procedure provides for a prompt, thorough and objective investigation of any claim of harassment or discrimination. Appropriate disciplinary action or other appropriate action will be taken against the employee, elected or appointed official, any one who does business with the Town, and members of the public found to have engaged in prohibited harassment or discrimination, and appropriate remedies for any victim of harassment or discrimination.

Every employee, supervisor, manager, Division Head, Commissioner and Elected and Appointed Official is responsible for maintaining a workplace free from harassment and discrimination. Accordingly, any employee who believes the actions or words of a co-worker, supervisor, manager, Division Head, Commissioner and/or Elected or Appointed

Official, individual with whom the Town is doing business or member of the public has harassed or discriminated against him/her should take the following actions:

Promptly report the incident to his/her Commissioner, the Town Supervisor, Deputy Town Supervisor, the Town Attorney and/or the Director, Labor Relations & Personnel. This may be done either verbally or in writing. The individual reporting the harassment or discrimination may report such conduct to any of the above individuals he/she chooses.

It is strongly encouraged, but not required, that an employee file a written complaint (Form A). The complaint should be as detailed as possible and include the names of the individuals involved, witnesses, direct quotes and/or other evidence (*i.e.*, notes, e-mails, etc.).

All incidents of harassment or discrimination will be promptly investigated and handled as discreetly as possible. The Town is legally responsible for investigating any case of alleged or suspected harassment or discrimination, even if the victim makes no complaint but the Town learns of it through another source or the harassed employee does not want the matter pursued. The Office of Labor Relations and Personnel and/or other officials as designated by the Supervisor, in consultation with the Office of the Town Attorney, will be responsible to investigate complaints of discrimination and/or harassment. The accused shall be afforded an opportunity to present his or her version of events in the presence of a union representative or attorney where required by law. All individuals are required to cooperate with the Town in fulfilling its investigative function.

All complaints of harassment and/or discrimination and the investigation of such complaint(s) are confidential to the maximum extent consistent with law and the Town's obligations to conduct a thorough investigation.

If the investigation concludes that the accused is guilty of harassment or discrimination, corrective action will be taken in a timely manner and appropriate measures will be taken to deter any future harassment. Appropriate disciplinary action will be taken in accordance with applicable law, which may include termination. Once a determination has been made, it will be communicated to the employee who complained, as well as to the accused harasser.

Retaliation of any kind against an employee who makes a good faith report of harassment and/or discrimination or who participates in an investigation into a harassment and/or discrimination complaint is strictly prohibited. Follow-up interview(s) with the complainant will be conducted for an appropriate period of time to ensure that the harassment or discrimination has not resumed and that no retaliatory action has been taken.

5. Distribution of Policy:

All employees will be given a copy of this policy and will be required to sign a confirmation receipt.

6. Training:

All Town of Islip employees, including elected and appointed officials, are required to take an annual training course in furtherance of the Town of Islip's policy against Unlawful Harassment and Discrimination which shall be administered by the Department of Personnel and Labor Relations.



TOWN OF ISLIP

OFFICE OF THE SUPERVISOR

Incident Report Form for Workplace Violence, Harassment and/or Discrimination

COMPLAINANT INFORMATION

Name:

Title:

Work Address & Department:

Work Phone:

SUPERVISOR INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

COMPLAINT INFORMATION

1. Your harassment complaint is made about:

Name:

Title:

Relationship to you: ☐ Supervisor ☐ Co-worker ☐ Client ☐ Public ☐ Other

2. Date(s) of incident(s):

Is the harassment continuing?

3. Please describe, in detail, the nature of the incident(s) (please use additional sheets of paper if necessary):

4. Name of witness(es) or those who provided assistance:

Witness relationship to you: ☐ Supervisor ☐ Co-worker ☐ Client ☐ Public ☐ Other

Complainant Signature: _____

Date: _____

Complaint Received by: _____

Date: _____

SUBJECT: WORKPLACE VIOLENCE POLICY

1. Purpose: It is the policy of the Town of Islip ("the Town") that all employees, elected and appointed officials, and applicants, as well as everyone with whom the Town does business (e.g. outside vendors, consultants, members of the public, contractors, etc.), should enjoy a work environment that is free from workplace violence, or the threat of violence, including intimidation, by any of its employees, customers, the general public, and/or anyone who conducts business with the Town. The Town maintains a zero tolerance toward workplace violence. Each employee is entitled to a safe and secure work environment.

2. Scope: Workplace Violence includes, but is not limited to harassment, threats, verbal abuse, physical attacks, or property damage. A threat is the expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future. Physical attack is intentional hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property which includes property owned by the Town, employees, or others.

3. Introduction: The Town subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the actions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

Each incident of violent behavior, whether the incident is committed by another employee or someone who does business with the Town (e.g. outside vendors, consultants, general public, contractors, etc.), must be reported to the Commissioner, department head or other department management or supervision. Management will assess and investigate the incident and determine the appropriate action to be taken. Department management will inform the Town's Safety Officer or the Office of Labor Relations and Personnel of all reported incidents of workplace violence and will inform the employee of their right to have the Suffolk County Police Department notified.

4. Notifications: In incidents in which serious threat or injury occurs, emergency responders such as Police, Fire and/or Ambulance personnel must be promptly notified.

5. Responsibility: The Management Response Team is responsible for establishing the protocol in the event of a threat or violent incident that may include, but is not limited to:

- a. The Office of Labor Relations and Personnel and/or other officials as designated by the Supervisor, in consultation with the Office of the Town Attorney, will be responsible to investigate incidents of workplace violence.
- b. Evaluating the potential violence problem.
- c. Assessing an employee's fitness-for-duty (through physical and mental health professionals).
- d. Establishing a plan for the protection of co-workers and other potential targets.
- e. Coordinating with affected parties such as victims, families, employees, enforcement personnel. Referring victims to appropriate assistance & community service programs
- f. Assuring that immediate (within 24-hours) and on-going counseling is available to traumatized individuals.

6. Non-Retaliation: Any employee who acts in good faith by reporting real, or implied violent behavior, will not be subject to any retaliation or harassment by fellow employees or someone who does business with the Town. Any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action.

7. Protective or Restraining Orders: Employees have an affirmative obligation to notify their Commissioner or department head or department management or supervision of any order of protection about individuals who have been ordered legally to stay away from any Town employee or Town location. Any employee who applies for or obtains an order of protection or restraining order shall provide in confidence, their Commissioner or department head with appropriate documentation.

8. Training: Initial training for this policy will be conducted by Safety Office Trainers and/or the Office of Labor Relations and Personnel. Subsequently, Office of Safety in conjunction with the Offices of Labor Relations and Personnel will orient all new employees to the procedures regarding reporting incidents of violence, what to do if the employee is threatened and/or if an incident of violence actually takes place, and dealing with the after effects of an act of violence. The Safety Office will be a training resource for this training.

9. Zero Tolerance- Reporting an Incident: It is a violation of this policy to engage in any act of workplace violence. Any employee who has been determined by lawful authority to be in violation of this policy will be subject to disciplinary action up to and including termination and, depending upon the violent act, may be subject to criminal sanctions.

Should an employee become the victim of an incident of workplace violence, they may be offered additional referral services to assist in coping with any effects of the incident. Should an employee commit an act of violence and it is determined in the investigation that the employee did, in fact, commit the violent act, he/she may be referred to the EAP. In these cases, failure by the employee to keep an initial appointment with the EAP may result in disciplinary action up to and including termination.

10. Distribution: All employees will be given a copy of this policy and will be required to sign a confirmation receipt.



TOWN OF ISLIP

OFFICE OF THE SUPERVISOR

Incident Report Form for Workplace Violence, Harassment and/or Discrimination

COMPLAINANT INFORMATION

Name:

Title:

Work Address & Department:

Work Phone:

SUPERVISOR INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

COMPLAINT INFORMATION

1. Your harassment complaint is made about:

Name:

Title:

Relationship to you: ☐ Supervisor ☐ Co-worker ☐ Client ☐ Public ☐ Other

2. Date(s) of incident(s):

Is the harassment continuing?

3. Please describe, in detail, the nature of the incident(s) (please use additional sheets of paper if necessary):

4. Name of witness(es) or those who provided assistance:

Witness relationship to you: ☐ Supervisor ☐ Co-worker ☐ Client ☐ Public ☐ Other

Complainant Signature: _____

Date: _____

Complaint Received by: _____

Date: _____

SUBJECT: POLICY FOR THE AVOIDANCE OF NEPOTISM

1. Policy: The policy for the avoidance of nepotism within the Town of Islip acts to ensure that all opportunities for employment therein are based on merit and qualifications. There will be no preferential treatment for prospective employees who are relatives of current Town employees.
 - i. This policy applies to all individuals under employ within the Town of Islip.
 - ii. Hiring the best qualified applicant available for all job openings is the Town's primary objective. While hiring relatives of current employees is not prohibited, employees will not be permitted to work under the immediate supervision of his/her relative and must be at least two levels apart if in the same chain of command. Employees will not make employment decisions which affect a relative.
 - iii. No employee shall seek to influence another employee involving the hiring, promotion or assignment of a relative. Employees must avoid any conflict of interest that would violate the public trust.
 - iv. The Town Supervisor, Chief of Staff and Director of Labor Relations and Personnel shall issue procedures for implementation of this policy.
 - v. All Commissioners and Department Heads are responsible for supporting and communicating this policy and will ensure compliance with the procedures and instructions within their respective offices.

2. Definitions

- a. "Nepotism" is favoritism shown to a relative (as by giving an appointive job) on a basis of relationship rather than merit and qualifications.
- b. "Relative" for the purpose of this policy, is defined as: Spouse; son, daughter or grandchild; stepchild; brother, sister, half-brother, half-sister, stepbrother or stepsister; parent or grandparent; stepmother or stepfather; niece or nephew; aunt or uncle; in-laws mother, father, sister, brother, daughter, son); member of one's household (e.g. individuals not of relation by blood or by law but inhabit the same residence or relatives of such individuals.

3. Procedures

3.1) Disclosure of Employment of Relatives

Candidates (new hires and promotions) will be required to disclose if they have relatives who are under the employ of the Town of Islip. Those who do will be required to complete a disclosure form that will become a part of their employment record. Any employee discovered to have falsified his or her response will be subject to discipline including dismissal.

- 3.1.1: Candidates disclosure forms will be forwarded for review to the head of the department in which the candidate is being considered for appointment.
- 3.1.2: The disclosure form (attached), collected from all candidates, will be retained with the employee's records for future reference.

3.2) Current Employees' Responsibility

It is the responsibility of all employees to cooperate in the administration of this policy. Upon issuance of this policy, employees should inform their Department Heads of existing situations, and new situations as they may occur, where it is believed that nepotism may exist. This includes, but is not limited to, the situations as listed below. The Department Head is ultimately responsible for the administration of a satisfactory solution.

- Examples:
- An employee who interviews or hires job candidates and/or supervises employees must advise his/her Department Head when a job candidate or an employee under his/her supervision is a relative.
 - When a selected candidate is known by the interviewer to be a relative of an existing employee, the interviewer must get written approval from the Department Head prior to preparing any forms for approval of appointment or making a job offer.

- 3.2.1 Department supervisors are required to make written disclosure to their Department Head as soon as they become aware that a relative is to be appointed to a unit in which the supervisor makes employment decisions with respect to the relative. Failure to do so will result in appropriate disciplinary action.

- i. Employees who become members of the household of another employee and/or marry other employees will be permitted to continue employment. It is their responsibility to advise their Department Heads of their relationship.

3.3) Violations of Policy

Any employee who believes there has been a violation of the Nepotism Policy is encouraged to bring this to the attention of the Director of Labor Relations and Personnel for investigation.

- 3.3.1: The department where an alleged violation exists must investigate and report findings the Director of Labor Relations and Personnel for review.
- 3.3.2: Where there is a finding of a violation, the Department Head will take appropriate action up to and including dismissal of the employee or employees involved.

SUBJECT: FAMILY AND MEDICAL LEAVES OF ABSENCE POLICY

1. PURPOSE: This policy is applicable to all request for Family and Medical leaves of absences under the Family and Medical Leave Act of 1993 (FMLA). Family and medical leave includes any accrued paid or unpaid leave which Town of Islip requires an employee to use as unpaid leave or contractual leave provisions, whether paid or unpaid, that meet FMLA eligibility definition will count towards and are not in addition to, FMLA leave.

Falsification of records and failure to correct records known to be false (even if true when given) are prohibited. Violations of this provision will result in discipline up to and including termination.

2. ELIGIBILITY: To be eligible for FMLA benefits, an employee must have worked for the Town of Islip for at least a total of 12 months and at 1,250 hours over a running 12 month period from the date of application. Anyone out on workers compensation leave for 30 days or more, or out on maternity leave will automatically be placed on FMLA.

3. LEAVE ENTITLEMENT: FMLA entitles eligible employees to take up to 12 weeks of paid (vacation, sick, personal and ½ days) or unpaid job-protected leave in a twelve (12) month period for one or more of the following reasons: the birth of a child; the placement of a child for adoption or foster care; the care of an immediate family member (spouse, child or parent) with a serious health condition; or a serious health condition that makes the employee unable to work.

For purposes of this policy, "serious health condition" is an illness, injury, impairment of physical or mental condition that involves:

a. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility;

b. Any period of incapacity requiring absence from work, school or other regular daily activities of more than three calendar days that also involves continuing treatment by a health care provider; or

c. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.

For purposed of leave entitlement under this policy, the twelve (12) month period shall be calculated on a rolling basis, i.e. when an employee requests a leave under this policy the Town will determine if the employee has been granted FMLA leave in the period of one (1) year immediately prior to application and the employee may be granted up to the difference between the twelve (12) week maximum and the leave already granted during the prior twelve (12) months.

4. PROCEDURE: An employee requesting either a family of medical leave under the FMLA must submit the written leave request, "Request for Family and Medical Leave", to his or her immediate supervisor thirty (30) days before the date the leave is intended to begin. The Town recognizes that unexpected emergencies can arise when it is not possible to provide thirty (30) days' notice of the intended leave. In such situations, employees are expected to provide as much advance notice as is practicable.

5. MEDICAL CERTIFICATION: In cases where an employee is requesting a medical leave because of the employee's own serious health conditions or that of a spouse, child or parent, the Town will require the employee to submit written medical certification, "Certification of Health Care Provider" form issued by the U.S. Department of Labor, verifying the need for the leave. The Town, at its own expense, may require the employee to receive a second opinion from a health care provider designated and approved by the Town. This will not be a health care provider regularly used by the Town. If this opinion conflicts with the first opinion, the Town, again at its own expense, may request a third opinion from a health care provider mutually agreed upon by the Town and the employee. The third opinion will be binding on both parties.

6. EMPLOYEE'S OWN MEDICAL CONDITION: For the employee's own medical leave, the certification must include the following information from the employee's attending physician:

1. The date on which the serious health condition began;
2. It's probable duration;
3. The diagnosis and treatment of the serious health condition; and
4. That the employee is unable to perform the essential functions of his or her position

7. MEDICAL LEAVE TO CARE FOR FAMILY MEMBER: If the leave is being requested to care for a spouse, child or parent with a serious health condition, the written certification must include the following information from the family member's attending physician:

1. The date on which the serious health condition began;
2. It's probable duration;
3. The appropriate medical facts regarding the condition; and
4. That the employee is needed to care for the spouse, child or parent, with an estimate of the amount of time that the care will require.

8. SUBSTITUTION OF PAID AND UNPAID LEAVE: An employee taking leave pursuant to FMLA will be required to use any paid vacation, personal and/or sick leave accrued prior to the medical leave or additional sick leave (including any half-pay leave) to which he/ she is eligible under the terms of the Labor contract for any of the 12 work weeks of medical leave set forth in this policy. The Town policy for the remainder of the leave will be unpaid. The employee will be notified in writing that the vacation time, sick days or additional personal leave, sick leave for which he/she is eligible will be counted towards the twelve weeks of family leave. Paid leave shall be charged to an employee as follows:

1. Sick leave may only be substituted for leave taken for the employee's own serious health condition.
2. Family leave for yourself- you must use all paid sick, vacation, half pay and personal leave in that order.
3. Family leave for someone else- you must use your paid vacation and personal leave.

Once the applicable paid leave is exhausted, an employee will be carried in an unpaid status for the remainder of the 12 week paid leave. Such leave will be counted towards an employee's FMLA entitlement.

9. INTERMITTENT AND REDUCED SCHEDULE LEAVE: FMLA leave time may be taken intermittently (or on a reduced schedule basis) whenever the leave is medically necessary to care for a seriously ill family member, or because the employee is seriously ill or unable to work. Intermittent leave cannot be granted for the birth or placement of a child. If the need for intermittent leave is foreseeable, based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Town's operations. Consequently, the employee must consult with the Commissioner or Department Head of his/her Department before scheduling such leave. The Town reserves the right to request that such leave be rescheduled. When an employee requests intermittent leave or reduced schedule leave, the Town reserves the right to transfer the employee temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule. The position to which the employee is transferred will be equivalent in pay and benefits to the one that the employee held prior to the transfer.

10. RECERTIFICATION: Employees who are on medical leave because of their own serious health condition or to take care of a spouse, child or parent with a serious health condition are required to submit to Personnel on a monthly basis a written recertification of the need to remain on the leave. The Town may request recertification on a more frequent basis if:

- a. the employee request an extension of leave; or,
- b. changed circumstances occur regarding the illness or injury; or
- c. the town receives information that casts doubt upon the continuing validity of the most recent certification; or
- d. when an employee is unable to return to work after exhaustion of medical leave because of the continuation, recurrence or onset of a serious health condition thereby preventing the Town from seeking reimbursement for group health premiums paid on the employee's behalf during a period of unpaid medical leave.

11. RETURN TO WORK CERTIFICATION: All employees taking medical leave to care for their own serious health condition will be required to submit to the Town Personnel Department an original copy of a fitness-for-duty certification signed by their health care provider before returning to work, stating that the employee is able to resume his or her position. The Personnel Department will provide a copy of such certification to the employee's Department Head.

12. STATUS OF BENEFITS WHILE ON LEAVE: While an employee is on medical or family leave pursuant to this policy, he/she will continue to be covered under Town's group health, and other insurance plans in effect and so chosen by the employee, so long as the employee continues to pay the employee portion of the premium costs, if any. If paid leave is used for any portion of the family or medical leave, the employee's share of premiums, if any, will be deducted from the leave payments in accordance with the practice applicable to an employee not on leave.

At the time an employee begins unpaid family or medical leave he/she shall receive written instructions detailing the time and manner in which the employee premiums are to be paid. Failure to pay these premiums by the end of the grace period state in the written instructions shall result in the loss of health, disability, life and other insurance coverage so chosen by the employee.

An employee who fails to return to work for at least 30 calendar days following the expiration of the unpaid family or medical leave shall be required to reimburse the Town for the portion of the health care premiums paid by the Town during the unpaid leave unless the employee can establish that the failure to return was due to the continuation, recurrence or onset of a serious health condition which meets the criteria for leave under this policy or was due to other circumstances beyond the employee's control.

13. RESTORATION OF BENEFITS AND POSITION AT THE CONCLUSION OF LEAVE:

The employee on family or medical leave is not entitled to the accrual of any seniority or employment benefits during any period of leave except as expressly stated herein or as provided by law. At the conclusion of an employee's medical or family leave, the employee will be returned to the position that the employee held prior to taking the leave. If that position is not available, the employee will be placed in a position that is equivalent in pay, conditions and other terms of employment as the employee's prior position. When the employee returns to active work following the family or medical leave, any benefits which have lapsed during the leave shall be reinstated as if the employee had remained actively employed during the leave except that the employee shall not accrue any additional benefits or seniority during the time of leave (e.g., no accrual of more vacation time or sick days while on leave of absence). The number of calendar days taken as unpaid leave will be added to the employment anniversary date for purposes of calculating seniority, pay increases and other employment policies of the Town.

14. KEY EMPLOYEES: A key employee is a salaried, eligible employee who is among the highest paid ten percent of employees of the Town. Subject to limitation of contract and/or state law, Town of Islip may refuse to reinstate key employees after using FMLA leave if it determines that substantial and grievous economic injury would result from reinstatement. If a determination is made, the employee will be notified in writing and given an opportunity to end the leave and return to work. If the employee remains on leave, he or she will not have a right to be restored to employment. (The employer must decide on an individual basis which employees are considered key employees according to the criteria outlined above.)

15. CONTINUATION OF LEAVE: An employee who wishes to take more leave than provided by this policy must take leave pursuant to another Town of Islip leave policy, if any. The reinstatement of an employee, and the employee's right to continue group health coverage by only paying the employee's portion of the premiums (and any other benefit rights listed in this policy) are, however, protected only for the 12 work weeks of family and medical leave, unless otherwise provided by contract, policy or state law.

Subject: COMPUTER INTERNET AND DATA SYSTEMS POLICY

1. Purpose: The Town of Islip Computer, Internet, and Data Systems Policy defines the acceptable standards of conduct by employees when utilizing various technologies available through the Town. This policy applies to all Town information technologies, including but not limited to computers, email, internet, intranet, personal digital assistants (PDAs) and all software utilized by these technologies. The policy also outlines the rules governing the Town's various websites.
2. Scope: The Town of Islip Computer, Internet, and Data Systems Policy is effective for all Town Employees, full-time and part-time, as well as all volunteers, interns and Town Vendors. Each authorized user will receive a specialized Town of Islip account tailored to their computer, internet, and data systems requirements.
3. Privacy: All Town computers and technologies are to be utilized in a manner consistent with the technological and business goals of the Town. Personal use of the technologies is prohibited, except where incidental personal use does not consume more than a trivial amount of Town resources, and such use does not interfere with employee productivity. Employees have no expectation of privacy. Town employees are provided access to information technologies to improve and enhance the quality, efficiency and speed of their work output on behalf of Town residents. By acknowledging this policy each employee waives his/her right to privacy. Each time an employee utilizes a Town computer or technology they should do so with the understanding that all of their activity is, or can be, monitored. The user expressly waives their right to privacy any time they create, store, send or receive materials using the Town's computer equipment or Internet access.

To ensure the users understand they are waiving their rights, after logging-on to a computer, or other technological device, all users will be prompted to agree to the Town's Computer, Internet, and Data Systems Policy. The employee will not be authorized to use the computer without agreeing to adhere to the policy, and waiving any right to privacy.

4. E-Mail: The use of e-mail is an essential component of modern communication. The assignment of a Town of Islip electronic mail (e-mail) account is an employee privilege and not a right. Town employees receive access to Town e-mail in an effort to assist them in completing their daily work activities. E-mail is meant to be utilized for work related purposes only. The Town owns and operates the e-mail system, and all emails sent and received via this system are property of the Town of Islip. As such, the Town of Islip reserves the right to view and monitor any and all e-mails sent via Town technology systems.

Utilizing an outside web-service to access e-mail is prohibited. The Town will block access to web-based non-Town e-mail accounts where feasible. In select cases a demonstrable need to access a website will override the need to block said website. Any accessible site with outside e-mail capabilities will be strictly monitored for misuse. In the event employees require access to outside e-mails, their Commissioner or Department Head must submit a written request for access to the Information Technology department.

5. Intranet/Internet Content: The Town of Islip provides approved staff with access to the Internet as a source of communication and research. The Internet is a powerful tool and must be used in an appropriate manner. Employees are to focus solely on information contained within the scope of their job function. The Information Technology department will periodically review the information or sites a user has visited. Any employee who utilizes the internet for personal-use will be in violation of the Town's Computer, Internet, and Data Systems Policy. The utilization of Town resources to view, post, upload or download pornography, sexually explicit material, gambling, all games, dating, political, weapons guns etc., social networking, stock market transactions, and trading materials, including but not limited to photos, sound files, text files, video files or related materials, will result in swift and severe punishment. Furthermore, employees should avoid abusive, sexist, racist, religious or spiritual areas while utilizing Town equipment. Any user action that violates the standards of conduct or appropriate usage policy may result in revocation of network privileges, as well as potential disciplinary action up to and including dismissal.

6. Intranet/Internet Access: All employees must access the internet and intranet by utilizing the Town's firewall. Any employee who attempts to circumvent the Town's firewall is in violation of this policy and subject to appropriate disciplinary action, up to and including dismissal.

7. Town Websites Internet (townofislip-ny.gov/, isliptown-ny.gov): The Town website(s) is a vehicle to access elected officials, and for constituents to play an active role in local government. The Town of Islip's internet website(s) have been designed for, and is regulated by federal, state and local law, to address government-related functions. Some of the acceptable items for which the website can be utilized to disseminate information include, but is not limited to, events, brochures, news items, requests for proposals and Town Board information. As a result, the Town will not entertain requests to post any information that does not further these goals, including political, commercial and personal information. All content posted on the website must be related to the functioning of the government, and fall within the scope of applicable laws and regulations.

8. Town Website- Intranet (<http://toihome/>): The Town's intranet website includes information to enhance employee's ability to perform their job functions. The items include Town directories, policies, procedures and similarly important features, including training modules and searchable databases. The information available on the internal website is designed to assist employees in performance of their jobs. The posting or alteration of information on the intranet is subject to the same procedures as the publicly-accessible internet website.

9. Town Website- Guidelines and Procedure for Posting and Alteration Requests: All requests to change information on the Town website must be made to the Public Information Office via e-mail (publicinformation@townofislip-ny.gov). Only information and items that further the Town's business and technological goals will be posted. Furthermore, the changes must be consistent with the design and concept of the Town of Islip website. Upon approving the changes, the Public Information Office will work in conjunction with the Information Technology Department to enact the changes in a timely manner. Departments should be advised that requested changes may require formatting and base changes which might delay the process. Departments are encouraged to plan accordingly and expect upwards of ten (10) business days to elapse prior to the information appearing on the website. All requests must include starting date as well as a date the item can be archived. Archived items will be available via the 'search' function on the website.

10. Software/Hardware: All software and hardware must be approved by the Information Technology department. Prior to any technology item being purchased Information Technology must be consulted to determine the viability of the program and how it will benefit the Town. Updates and programs should not be downloaded until Information Technology is first contacted.

The Town of Islip strictly prohibits any data or file sharing. Data and file sharing creates vulnerability in the Town network and increases the risk of attack. Any employee found to be utilizing data or file sharing software will be in violation of this policy and subject to disciplinary action.

Any employee accessing instant messaging software not approved by the Town will be in violation of this policy and subject to disciplinary action. Only written approval from the Information Technology department and the Supervisor's office will recognize acceptable instant messaging software.

11. Storage Devices: External storage devices, such as jump drives, thumb drives, USB drives, USB keys and MP3 players are strictly prohibited. In the event Town business absolutely requires the use of an external storage device the Information Technology department should be contacted immediately for assistance.

12. PDA/Laptops: For authorized personnel, the Town will provide PDAs or Laptops for use in the field. These items are meant solely for Town business and are subject to the restrictions and regulations under the Computer, Internet, and Data Systems Policy. They will be monitored for use consistent with normal Town-related business practices.

13. Passwords: All employees are responsible for creating and protecting their password. The utilization of a password does not imply privacy. The Town reserves the right to monitor and access any and all information on Town computers and data systems. A password is utilized to protect Town data from unauthorized access. As such, Employees should not access another employee's digital content without first obtaining their permission. The sharing of passwords, while not prohibited, is not recommended. In offices where sharing of information is integral to the daily functions, employees are encouraged to utilize the Town's shared drives.

14. Misuse of Town Data Systems: The Town of Islip monitors all activity on their data systems. Anyone found to be abusing the privilege to access these systems will face disciplinary action. The Town will not hesitate to contact local police if the abuse is determined to violate Federal, State or local law. Furthermore, if an employee alters the content or integrity of the data systems, or degrades network security, either through malicious intent or negligence, they will be subject to disciplinary action.

Disclaimer

The Town of Islip is not responsible for the material accessible on the internet.

Employees access the internet and its content at their own risk.

SECTION 400 CONTENTS

400. MAINTENANCE PROCEDURES

401. Maintenance of Buildings and Facilities

402. Disposal of Surplus Equipment

SUBJECT: MAINTENANCE OF BUILDINGS AND FACILITIES

1. PURPOSE. To provide procedural information for the maintenance and repair of Town of Islip owned and/or operated buildings and facilities.
2. RESPONSIBILITY. The Department of Public Works and its subordinate Bureaus are charged with the following building and facility responsibilities:
 - a. Maintenance on all Town owned and/or occupied buildings, including electrical, carpentry, masonry, plumbing, flooring, painting and minor trades activities as it applies to new construction, renovations, alterations, and improvements and repairs.
 - b. Erection and maintenance of fencing on Town owned and/or occupied property.
 - c. Moving departments from building to building.
 - d. Road and highway maintenance including Town parking lots.
 - e. Marina and beach maintenance.
 - f. Repair and maintenance of all vehicles owned by the Town.
 - g. Planning installation and maintenance of all Traffic Safety devices at Town facilities.
 - h. Custodial services on all buildings owned and/or operated by the Town, including the movement of furniture and office equipment within those buildings.
3. WORK ORDERS. Department Heads requiring assistance in the areas of maintenance described above will list their request on DPW Form 5 .1, Work Order, copy of which is attached to this directive. Two copies of the Work Order will be completed for each request, and entries made for all items contained in the top half of the form. The preparer will indicate whether the Work Order is for repair, new work or alteration, and whether capital improvement or general funds will be used. The requestor must supply an appropriate account number for new work or alteration with sufficient funds to be used to purchase materials.

When completing a work order both the facility and the specific location within the facility must be given. The requestor must complete a work order for each specific item which is to be erected, repaired or which needs to be maintained.

The Department Head who authorizes the Work Order will sign on the "Authorized By" line. The two copies of the Work Order will be forwarded to the Office of the Commissioner, DPW, for processing of the work and determination of the costs of material and labor used. If a Department Head would like an estimated cost figure prior to the work start date, to ensure that he/she has sufficient unencumbered funds to defray the cost of the work, he/she will mark copies "Please return estimate." The Department of with such requests.

4. EMERGENCY REQUESTS. When a Department Head requires emergency maintenance he/she may telephone the request to the Office of the Commissioner, DPW, for immediate assistance, or the appropriate DPW Division Head, and follow the verbal request with a written Work Order as described above.

5. AFTER-HOURS AND WEEKEND REQUESTS. When a Town employee discovers the need for maintenance after regular work hours, or during the weekend, he/she should telephone the Department of Public Safety, which is on call seven days per week, twenty-four hours per day. Public Safety must then notify the appropriate Building Maintenance employee, who will make arrangements for repair.

TOWN OF ISLIP W.O. NUMBER _____

DEPARTMENT OF PUBLIC WORKS DATE:

TO: CUSTODIAL__ MAINTENANCE__ FROM:

FACILITY: _____ LOCATION:

WORK REQUESTED: (Please be specific)

TYPE OF WORK: ____REPAIR ____NEW (Provide Account ____ALTERATION
Number below)

ACCOUNT NUMBER: _____

REQUESTED BY: _____SIGNATURE: _____

TITLE: _____ PHONE NUMBER: _____

AUTHORIZED BY: _____SIGNATURE: _____

SPACE BELOW FOR USE BY DPW

APPROVED BY: _____

Trade Required

MATERIALS USED: ____Carpentry

____Electrical
____Plumbing
____Painting
____Fence

____Masonry
MATERIAL COST: _____

LABOR USED:

LABOR COST: \$ _____ TOTAL COST \$ _____ VANDALISM _____

REMARKS: _____

DATE STARTED _____
EMPLOYEE IN CHARGE

DATE COMPLETED _____ COMPLETED BY _____
CREW LEADER/MMIV

DEPARTMENT OF PARKS, RECREATION & CULTURAL AFFAIRS
SPECIAL WORK ORDER REQUEST FORM FOR
NON-RECREATION DEPARTMENT REQUEST

DEPT. REQUESTING WORK: _____

COMMISSIONER OR DIVISION HEAD: _____ DATE: _____

ELECTED OFFICIAL: _____ DATE: _____

DESCRIPTION OF WORK REQUIRED: _____

DATE TO BE COMPLETED: _____ ESTIMATED DAYS: _____

ESTIMATED COST: _____ BUDGET LINE: _____

DATE RECEIVED: _____ DATE ASSIGNED: _____

COMMISSIONER'S APPROVAL

DIVISION HEAD ASSIGNMENT: _____

DATE STARTED: _____

DATE COMPLETED: _____

DIVISION HEAD

SUBJECT: DISPOSAL OR TRANSFERRAL OF SURPLUS OFFICE EQUIPMENT

1. PURPOSE. To establish a procedure for correctly disposing, transferring or relocating surplus obsolete office equipment within the Town of Islip.

2. PROCEDURE. In order to dispose of, transfer or relocate surplus obsolete office equipment Town employees must locate the inventory control number on the tag issued by the Town, the model number and serial number. After locating these numbers, personnel must fill out an "Office Equipment Disposal or Transfer Form" (TOWN 402A) and send copies of it to the Town Safety Office and the Town Comptroller's Office. This form will notify these offices of the identification numbers, the condition of the equipment, the item's present location, and its future destination.

Records must be kept up-to-date with the Comptroller's Office so that the maintenance contracts on this equipment do not lapse. Repairs for equipment not covered under the maintenance contract will be deducted from the department's own account.

If the equipment is to go into storage, the employee must also notify the Head Custodian in order to arrange a mutually convenient time to pick the item(s) up.

Note: Remember if an item was purchased with grant funds, an employee must follow the grant contract procedure governing the relocation of the office equipment.

SECTION 500 CONTENTS

500. COMMUNICATION AND PUBLIC INFORMATION

501. Telephone Usage

502. Cell Phone Policy

503. Town-wide Constituent Complaint Response

SUBJECT: TELEPHONE USAGE

1. PURPOSE. To provide a standardized procedure for the use and answering of telephones by all employees of the Town of Islip.
2. POLICY. Telephone calls placed by Town of Islip employees will be for official business only. Any business calls made outside the 516/631 area code must be authorized by the Department Head or his/her designee.

3. RESPONSIBILITIES.

- a. Switchboard. Town of Islip operators will record all calls placed outside the 516/631 area code, including on such listing the name of the caller, date, telephone number called and the time and charges. All lists will be forwarded to the Town Comptroller at the close of each month.
- b. Town Comptroller. The Comptroller will designate an employee to review New York Telephone billings received monthly, to reconcile switchboard listings with the billings, and to audit the billings for unusual and possibly improper telephone calls.

If the Comptroller's review determines that an employee has been making personal telephone calls, that employee will be billed for all such calls, and may be cited for misconduct according to the Town of Islip Disciplinary Procedures, Directive 302 of the Administrative Procedures Manual.

4. PROCEDURES FOR ANSWERING TELEPHONES. An important of the business conducted by the Town of Islip is handled over the telephone. All who use it have many opportunities to make friends for the Town of Islip, whose reputation is founded not only on the quality of its service, but also on the pleasant, interested and helpful service rendered to telephone callers. As a result, the following guidelines should be followed when answering calls:

- a. Answer promptly--on the first ring if possible.
- b. Identify yourself --by department and name, such as: "Department of Public Works, Mrs. Jones speaking."
- c. Get the desired person quickly.
- d. Get accurate and complete information.
- e. Transfer calls carefully.
- f. Explain reason for placing caller on hold.
- g. Give accurate and complete information.
- h. Be courteous and pleasant.
- i. Keep pad and pencil handy.

Subject: Cell Phone Policy

1. PURPOSE: To establish the procedure to request wireless communication devices for Town of Islip employees, as well as the policy for use of said devices.
2. SCOPE: This policy applies to all Town of Islip employees and includes all forms of wireless communication devices, including, but not limited to, cell phones, Nextel radios, and Blackberry phones. Each employee assigned a wireless communication device must sign a copy of this policy.
3. ASSIGNMENT OF WIRELESS COMMUNICATION DEVICES: Wireless communication devices will be assigned to employees based on a clearly demonstrated need for such a device, either for purposes of improving productivity or for use in emergency situations.

Certain employees will be assigned a wireless communication device by virtue of the position they hold. These employees include:

- i. Elected Officials
- ii. Commissioners
- iii. Deputy Commissioners
- iv. Department Heads
- v. Emergency Response Personnel
- vi. Code Enforcement Personnel

Employees not mentioned above may be assigned wireless communications devices at the request of their commissioner, and with the approval of the Supervisor's Office. The procedure is as follows:

1. A wireless communications device request form must be submitted by the appropriate commissioner to the Supervisor's Office. A separate form must be filled out for each request. The request should clearly indicate the employee who will be using the device, their title and the justification for use of the device.
2. A member of the Supervisor's staff will be designated to review all requests and determine which ones will be granted.
3. Once a request is granted, a letter will be sent from the Supervisor's Office to Telecommunications, authorizing the assignment of a wireless device. A copy of this letter will be sent to the appropriate commissioner.

4. **USE OF TOWN-ISSUED WIRELESS COMMUNICATION DEVICES:** The Town of Islip assigns wireless communication devices to its employees to be used exclusively for Town business. The only exception to this is in the event of an employee has to place an emergency phone call, which means the call was placed to 911 or another emergency response number or for a personal emergency that can be verified.

To ensure that wireless services are not being abused, the Town will closely monitor wireless usage and require any employee using a Town device for personal calls to reimburse the Town. The procedure for reimbursement is as follows:

1. Every month, each user will receive a copy of the calls billed to their phone number from their respective commissioners.
2. Each user will be asked to indicate which calls made, if any, were not related to Town business. Users should fill out the wireless communications device reimbursement form to indicate the number of personal minutes used, and return it to the respective commissioner with a check to reimburse the Town for personal calls. Calls will be reimbursed at \$0.40/minute.
3. The Town reserves the right to spot-check calls to ensure that users are accurately reporting personal calls.
4. The Town reserves the right to revoke cell phone use if it is believed that the employee is abusing their privilege by using the device for personal reasons.

The Town also places certain other restrictions on the use of wireless communications devices. These include:

1. All Town employees must abide by New York State Department of Motor Vehicle law, which prohibits the use of a wireless device during the operation of a motor vehicle without the use of a hands free device.
2. The Town will allow the use of directory assistance only when necessary and justified.
3. Employees communicating with other employees must use the 'Push to Talk' feature of their wireless communications devices.

5. **REVOCATION OF WIRELESS COMMUNICATIONS DEVICES:** The Town reserves the right to revoke the wireless communications privileges of any employee it deems does not require a device for the performance of their job duties, or of any employee it deems to be abusing said privilege.

The process for revocation of wireless communications privileges is as follows:

1. If the Town deems it necessary to revoke an employee's wireless communications privileges due to abuse of the services:

A. The Town will provide the employee with a warning indicating they are considered to be abusing their wireless communications privileges.

B. If abuse of privileges continues, the Town will provide notice to the employee that they are to turn their device in to the Supervisor's Office within seven (7) days of receiving notice.

2. If the Town deems an employee is not utilizing the device assigned to them, or that a wireless communications device is not necessary for the duties of their position:

A. The Town will provide notice to the appropriate commissioner that they have ten (10) business days to provide justification for continuing to have a device.

B. A member of the Supervisor's staff will be assigned to review the request for reconsider and approve or deny it within seven (7) days.

C. If the request is denied, the phone must be turned in to the Supervisor's Office immediately.

D. If no request for reconsideration is received, the phone will be turned in to the Supervisor's Office at the end of a ten day period.

3. Any device that is returned should include all accessories, including, but not limited to, chargers, spare batteries and holsters.

6. MISCELLANEOUS: In the event that a Town-issued wireless communications device is lost or stolen, the employee to whom the device was assigned will be responsible for reporting the loss and for covering the cost of a replacement device.

Upon an employee leaving their position at the Town, all wireless communication devices assigned to that employee must be returned to the Town as part of the exit interviewing process.

7. ENFORCEMENT: Any violation of this policy may lead to other disciplinary action.

8. EFFECTIVE DATE: This policy will take effect on May 1, 2008 and apply from that date forward.

Subject: Constituent Complaint Response

PURPOSE: To outline the appropriate procedures for handling a constituent complaint. All complaints, whether e-mail, letter, phone or in-person visits, are to be handled with the same general procedure. Each department may have a more specific Constituent Complaint response procedure in place, but this policy outlines the required steps.

POLICY: It is the policy of the Town of Islip to utilize all available resources to resolve Town-related problems experienced by the resident of the Town of Islip.

Maintenance of Records: Precise records must be kept throughout the response procedure. The information must include: the exact number of employees deployed, the number of hours per employee needed to fix the problem, the type and number of equipment and materials used.

All constituents must be greeted in a friendly professional manner. The following steps must be followed to complete the complaint procedure.

1. **Intake Interview:** The first step in the process is the intake interview. This is the initial interaction with the constituent, at which time the following information must be collected:

- i. Location and nature of the complaint
- ii. Name, address, and contact information for the complainant
- iii. Specific details of the complaint

2. **Follow-Up:** The second step of the process is to identify which department will handle the complaint.

- i. The aide should contact the department and notify them of the problem.
- ii. Immediately after notifying the department an Initial Follow-up letter must be sent to the constituent. In addition to this letter each constituent must receive a follow-up phone call within ten (10) of the initial complaint.

3. **Solution:** The Aide must work with the department(s) involved to enact a permanent solution to the constituent's problem. Permanent solutions are the end goal of the complaint procedure. If a permanent fix to the issue cannot be accomplished in a reasonable amount of time a temporary solution should be agreed upon to fix the problem, until the final solution can be enacted. The Aide should keep the constituent updated as to progress of the solution.

4. **Closing:** After a solution has been realized the aide must send a final, closing letter to the constituent. There are three situations for closing a case

- i. A resolution has been achieved and the resident is satisfied.
- ii. The Town's involvement is no longer necessary. Where appropriate the aide must continue to follow-up with the appropriate authorities to ensure the constituents concerns are being addressed.
- iii. A temporary solution is available, but no permanent solution can be achieved which satisfied the resident's complaint. When a permanent solution is not available, the aide must get an official explanation in writing from the department. They then must discuss the situation with their Director, who will determine if the case can be deemed closed, or if they need to assume responsibility of the case themselves.

5. **Aftermath:** After the case has been closed the detailed records of the case must be retained. In future situation other complaints may be related back to the case, and all pertinent information is valuable.

SUBJECT: TOWN OF ISLIP SOCIAL MEDIA POLICY

I. Introduction

Social Media Sites facilitate discussion of Town of Islip government business, operations and services by providing members of the public the opportunity to participate in many ways using the Internet. This Social Media Policy ("policy") provides guidelines for the establishment and use of the Town of Islip Social Media Sites. Town of Islip Social Media Sites are to be used solely as a means of conveying information to members of the public. The intended purpose of the Town of Islip Social Media Sites is to disseminate information from the Town about the Town's mission, meetings, activities, and current issues to members of the public via various Internet media. The Town of Islip has an overriding interest in protecting the information posted on its Social Media Sites and the content attributed to the Town, including its elected and nonelected officials and personnel.

This policy sets forth general guidelines that must be adhered to with respect to utilization of Social Media Sites for official Town purposes. Questions regarding this Policy should be directed to the Town Attorney. These guidelines may be supplemented by more specific departmental procedures and rules as may be issued. Furthermore, this Policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies and procedures of the Town of Islip.

II. Definition of Social Media Site

For purposes of this Policy, "Social Media Site/Sites" is defined as any form of online publication or presence that allows interactive communication and/or websites that facilitate user participation, networking, and collaboration through the submission of user generated content. Social Media Sites include, but shall not be limited to, tools such as: blogs, forums, wikis, microblogging sites, such as Twitter; social networking sites, such as Facebook and LinkedIn; and video sharing sites, such as YouTube.

III. Applicability

This policy shall apply to any and all officials, employees, individuals, volunteers, and departments who are now or hereinafter permitted as authorized users by the Town of Islip to post content on the Town of Islip social media sites, including, but not limited to, members of the public that are permitted to comment or tag photos on social media sites.

The Town of Islip social media sites encompassed by this Policy include all sites and accounts authorized and/or created by the Town of Islip and/or any of its departments.

IV. Purpose of Social Media Sites

The intended purpose behind establishing the Town of Islip social media sites is for the sole purpose of disseminating information from the Town of Islip, about the Town of Islip, to its residents, employees and visitors. This Policy sets forth guidelines for the establishment and use by the Town of Islip of its social media sites as a means of conveying municipal-related information to its residents, employees and visitors. The Town of Islip social media sites are intended to be informational only and are not intended to be used as an open public forum for making comments, including any official communications to the Town of Islip; for example, reporting crimes or misconduct, reporting dangerous conditions, giving notice required by any statute, ordinance or regulations such as but not limited to notices of claim. Notice of this paragraph shall be displayed on every Municipal social media site, along with the appropriate contact information for submitting official communications.

V. Exclusivity

No social media site or website of the Town of Islip shall be established without approval. The Town of Islip shall have a single presence on social media sites deemed appropriate for use by the Town of Islip. With permission of the Town Board of the Town of Islip, individual departments may maintain a separate social media presence when deemed appropriate. No Town of Islip social media site, including those maintained by departments of the Town of Islip, shall be established without prior approval of the Public Information Office.

VI. Social Media Administration

Only authorized employees of the Town of Islip's Office of Public Information or their designee shall be permitted to oversee and post official content on Town of Islip social media sites. All social media content shall adhere to this Policy, including appropriate use, messaging, and branding that is consistent with the interests, goals, and objectives of the Town of Islip. The designated Liaison(s) will be responsible for monitoring the content of any authorized social media site.

VII. General Policy

1. All Town of Islip social media sites shall adhere to applicable state, federal and local laws, regulations and Town of Islip policies.
2. Content posted on Town of Islip social media sites may be considered public records subject to disclosure under the New York Freedom of Information Law. All social media sites and entries shall clearly indicate that any content posted or submitted may be subject to public disclosure. Requests for the production of

posts on a Town of Islip social media site shall be referred to Town Freedom of Information Officer for review and response.

3. Use of a Town of Islip social media site may be subject to a third party's website Terms of Service and users of such sites shall be solely responsible for compliance with any applicable Terms of Service. Furthermore, users of any Town of Islip social media site are advised that the social media site provider may collect personal information through user's use of the site; and that this personal information may be disseminated by the third party; and that such dissemination may not be governed or limited by any state, federal or local law or policy applicable to the Town of Islip.
4. All Town of Islip social media sites shall clearly indicate they are maintained by the Town of Islip and shall have appropriate contact information prominently displayed. All Town of Islip social media sites shall provide a link to this Policy.
5. Social media postings by any person containing any of the following forms of content, comment(s), or images shall not be permitted and may be subject to removal if they contain:
 - A. Profane, obscene, or vulgar language or content;
 - B. Content that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, or active military status;
 - C. Sexual comments, content, or links to sexual content;
 - D. Sexual or other harassment content;
 - E. Solicitations of commerce or advertisements including promotion or endorsement;
 - F. Conduct or encouragement of illegal activity;
 - G. Information that may tend to compromise the safety or security of the public or public systems;
 - H. Content intended to defame any person, group or organization;
 - I. Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;

- J. Making or publishing of false or malicious statements concerning any employee, the Town of Islip or its operations;
 - K. Violent, abusive, or threatening content;
 - L. Disclosure of confidential, sensitive or proprietary information;
 - M. Comments not topically related to a particular social medium thread or topic or article being commented upon;
 - N. Conduct that violates any federal, state, or local law.
6. The Town of Islip reserves the right to restrict or remove any content that is deemed in violation of this Policy, any applicable law, or any other applicable Town of Islip policy and/or the right to deny access to its social media sites to any person, who violates this Policy, any applicable law, or any other applicable Town of Islip policy at any time and without prior notice.

VIII. Employee Use of Social Media Sites

1. All Town of Islip social media sites and all data and comments stored and communicated through the Town of Islip 's social media sites remain the property of the Town of Islip, including the list of all the followers and friends generated by each of the Town of Islip's social media sites. Employees are restricted from using the Town of Islip's website, social media sites or accounts for personal use or gain.
2. Employees must not reveal or publicize confidential municipal information. Employees shall not use any information obtained from Town of Islip computer technology, records, or other Town of Islip sources for any reason other than the performance of their official duties. Confidential, proprietary, or sensitive information may be disseminated only pursuant to the prior approval of their department head and only to individuals with a need and a right to know such information, and where there is sufficient assurance that appropriate security of such information will be maintained. Confidential municipal information includes, but is not limited to, personnel information, medical records, criminal history information, confidential informant identification, and intelligence and investigative files, and attorney-client privileged information.
3. To the extent that employees use social media outside of their employment and in so doing employees identify themselves as Town of Islip employees, employees must add an obvious and prominently displayed disclaimer, stating that that does not express the views of the Town of Islip, and the employee is expressing only their personal views. For example: "The views expressed on this website/blog are

mine alone and do not necessarily reflect the views of my employer." The disclaimer must be placed in a prominent position and repeated for each posting that is expressing an opinion related to the Town of Islip or the Town of Islip's business. Employees must keep in mind that, if they post information on a social media site that is in violation of Town of Islip policies and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action. The Town of Islip shall not be liable for any damages caused by employee social media use outside the scope of employment.

4. When using Town of Islip technology, employees have no reasonable expectation of privacy and such use may be monitored for violations of law or Town of Islip policies.
5. Social media use shall not interfere with the performance of employees' official duties or responsibilities.
6. Nothing in this Policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment or interfere with or infringe upon the employees' right of free speech. Town of Islip employees have the right to engage in or refrain from such activities.

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